

Safety Management Policy and Race Rules for Distance Events

Hawaiian Canoe Club



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SECTION 1 - INTRODUCTION

PURPOSE:

Hawaiian Canoe Club (HCC) recognizes that safety is the joint responsibility of race organizers, race officials, coaches, participants, and volunteers. Although there are certain risks subjective in any water activity, we are committed to conducting our events with good judgement and common sense. This policy cannot cover every situation or incident. In cases where this policy does not cover such occurrences good judgement and common sense is to be used.

This document is not meant to replace the responsibility and care each individual has for themselves and others when participating in the sport of Hawaiian Outrigger Canoe Paddling. This document cannot address every hazard inherent with a water sport activity that takes place on the waterways of Hawaii. The hazards and dangers of activities associated with recreational activity on the waterways of Hawaii include but are not limited to other waterway users such as commercial and recreational boaters, power and sail boating, personal watercraft operators, surfers, kite surfers, skin and scuba diving operations, and swimmers. In addition to human activity on the water, hazards on the waterways include weather, surf, and animal activity. While this document will not address every situation, it will discuss guidelines and processes to manage as much as possible the risks paddlers may face while on the water.

The safety objective of Hawaiian Canoe Club is to ensure that each paddler participating in the sport of Hawaiian Outrigger Canoe paddling in our associated events are to:

- Ensure the safety of each paddler participating.
- Comply with safe paddling activities under direction of coaching staff/officials.
- Obey and follow the rules and regulations of the State of Hawaii, Department of Land and Natural Resources, Department of Boating and Ocean Recreation, County of Maui Department of Parks and Recreation, U.S. Coast Guard and other Federal and State agencies regarding the governance of the waterways and park use.
- Maintain trust, good faith, and cooperation of other waterway users.

These objectives DO NOT relieve the coach or officials from the safe supervision of a crew on the water at any time

POLICY:

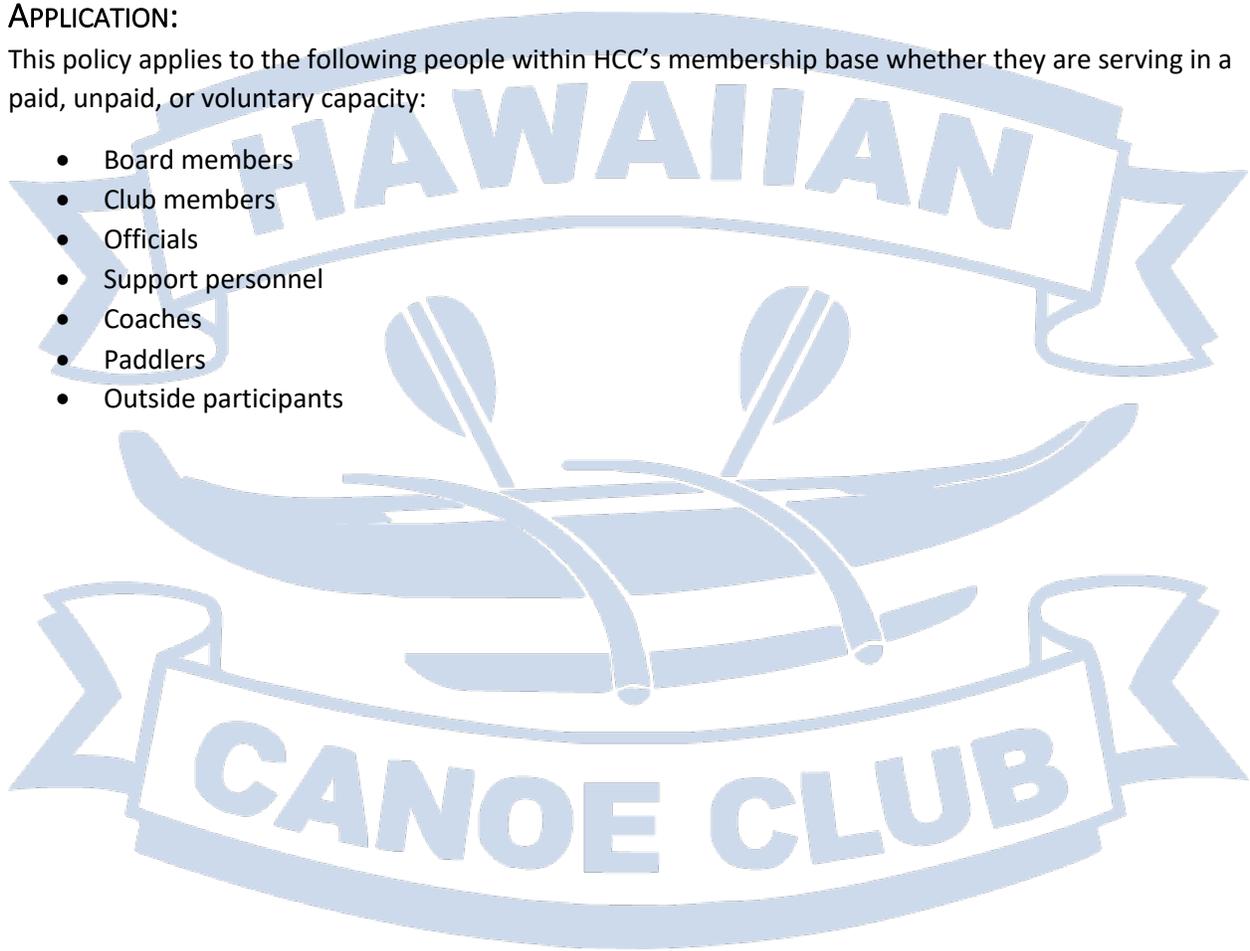
This safety policy reflects our collective experience in long distance events. This policy is NOT site specific. Publishing a plan in writing is an important part of our efforts to improve safety awareness. HCC adopts this policy with the intent of doing more to promote safety. This policy is intended to complement the current governing, Event Protocols, and Agency Policies.

HCC reserves the right to amend this policy from time-to-time without notice.

APPLICATION:

This policy applies to the following people within HCC's membership base whether they are serving in a paid, unpaid, or voluntary capacity:

- Board members
- Club members
- Officials
- Support personnel
- Coaches
- Paddlers
- Outside participants



SECTION 2 – ADMINISTRATION

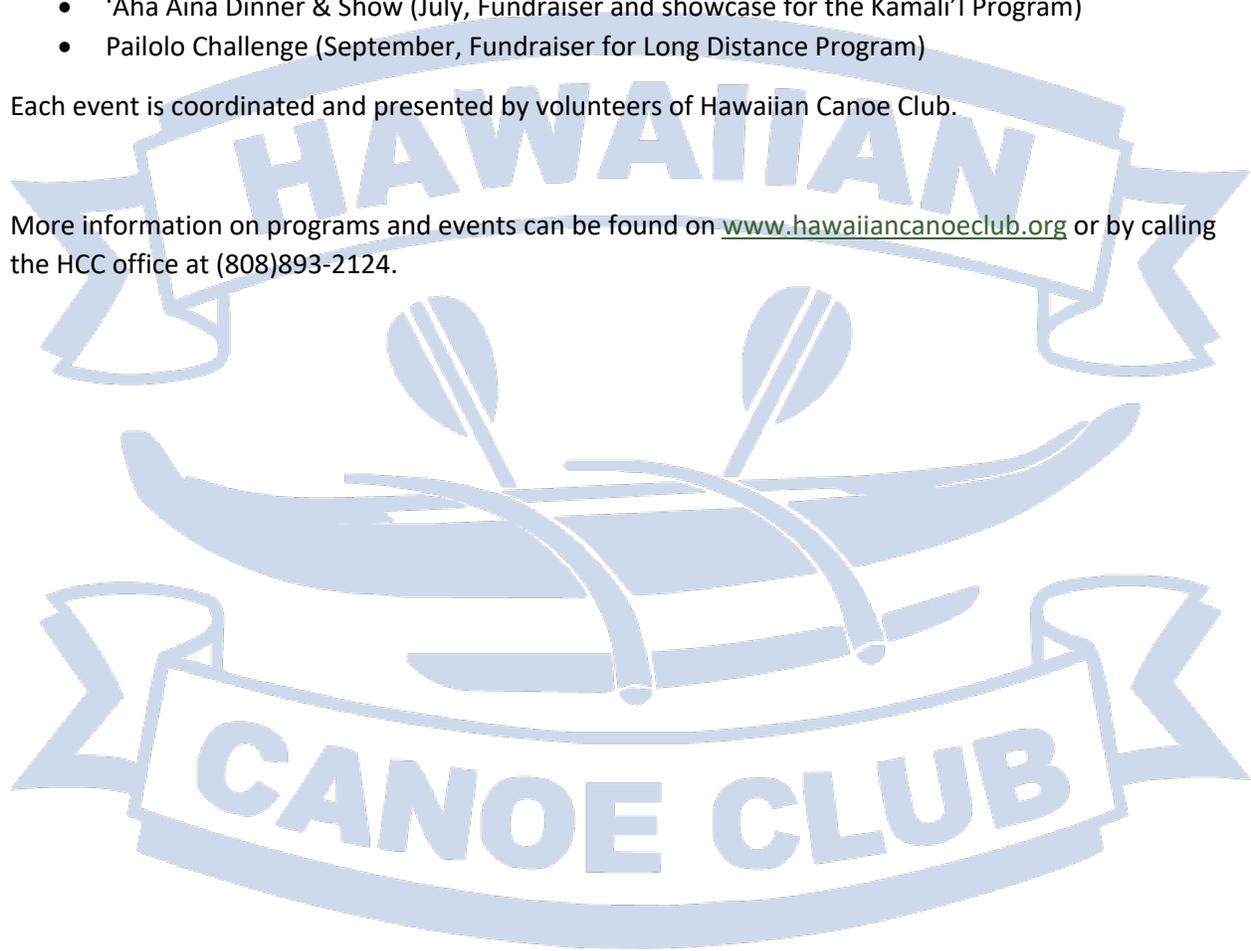
MISSION: To perpetuate and preserve the art of Hawaiian canoe paddling by providing an environment rooted in traditional Hawaiian values that promote personal growth, character development, and achievement in physical fitness.

Hawaiian Canoe Club hosts the following events and programs annually;

- Kamali'I Summer Enrichment Program (June-July, Program)
- John M. & Kealoha Lake Regatta (Summer Regatta Season, part of MCHCA schedule)
- 'Aha Aina Dinner & Show (July, Fundraiser and showcase for the Kamali'I Program)
- Pailolo Challenge (September, Fundraiser for Long Distance Program)

Each event is coordinated and presented by volunteers of Hawaiian Canoe Club.

More information on programs and events can be found on www.hawaiiancanoeclub.org or by calling the HCC office at (808)893-2124.



SECTION 3 - CONDUCT

CODE OF CONDUCT:

Safety starts with a general code of behavior. HCC asks that every individual, club, and official be bound by this policy to:

OFFICIALS:

- Place the safety and welfare of paddlers, coaches, officials, and other volunteers above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behavior and promote respect for all participants.
- Act honestly, in good faith, and in the best interest of the sport as a whole.
- Ensure that any information acquired of advantage gained from the position is not used improperly.
- Conduct your responsibilities with care and competence.
- Do not allow prejudice, conflict of interest, or bias to affect your objectivity.

COACHES/OFFICIALS:

- Place the safety and welfare of the paddlers/club members above all else.
- Be honest and do not allow your qualification to be misrepresented.

Paddlers, club members, and participants/COACHES/OFFICIALS:

- Be ethical, fair and honest in their dealings with other people and the organization.
- Treat all people with respect and have proper regard for their rights and obligations.
- Always place the safety and welfare of others above other considerations.
- Comply with HCC's bylaws, race rules, policies, and procedures.
- Operate within the rules and spirit of the sport.
- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Respect the decisions of the officials, coaches, and members in the conduct of the sport.
- Embrace appropriate and responsible behavior in all interactions.
- Behave with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviors.
- Ensure that there is no alcohol/drug consumption during sanctioned events.

SECTION 4 - SAFETY COORDINATION

COORDINATION WITH RACE OFFICIALS:

Race officials, race organizers, volunteers, and participants are responsible for the implementation of this policy for all HCC hosted events.

The race committee shall coordinate implementation of this safety policy with the officials, coaches, participants, and other volunteers.

The race officials shall act cooperatively to conduct an efficient and safe event.

HCC will obtain and provide all necessary equipment, information, and notices, to ensure this policy can be carried out.

A copy of this safety policy and a map of the course(s) shall be distributed to all participating clubs/crew prior to the event. Giving registrants ample amount of time to view and request clarification on any matters.

Race officials and coaches will be instructed that it is their duty as an official or coach to provide for the safety of competitors, participants, officials, and coaches.

COURSE AND EMERGENCY INFORMATION:

A copy of this policy, the course diagram, race documents to include permits and contact information, will be maintained by the Race Director, Race Coordinator, Race Committee, and designated Safety Officer for the event.

Location of first aid or volunteer emergency responders shall be clearly identified. Incident boats will be marked with a red cross flag. On land emergency services are marked as the lifeguard tower at Flemings Beach and a red cross flag on Molokai.

COMMUNICATION:

The race committee will provide handheld VHF radios for the following officials and volunteers:

1. Race Director
2. Race Coordinator
3. Head Water Official
4. Safety Officer
5. Other officials as designated safety positions by the Race Director

All VHF radios shall remain on during the entire event and shall remain tuned to the race operations channel. Each person issued a VHF radio shall be responsible for monitoring the race operations channel. (Unless otherwise designated prior to the regatta, channel 68 or 71 shall be the main race operations channel as designated by the Hawaii Ocean Safety Team (H.O.S.T.)).

SAFETY INSPECTIONS

In cooperation with the Race Director and the Safety Officer, a safety inspection of racing canoes may be carried out prior to the start of the event. Such inspections shall confirm that racing canoes comply with equipment requirements, (i.e. proper rigging, canvass, functionality, etc) and that racing canoes and equipment comply with this policy.

If escort boats are authorized for an event, the Race Director and/or Safety Officer may order the inspection of any or all escort boats at a designated time and location. Escort Boat Requirements can be found in Section 17 of this policy. The Vessel Check List can be found in Attachment 1 of this policy.

A radio check will be completed by the Race Coordinator prior to taking the water between the designated time as indicated on the registration information. Failure to check in may result in a penalty or disqualification.

WEATHER PLAN:

The Race Committee shall monitor both observed and predicted weather and beach conditions that may present hazards to the safe conduct of event operations. (I.e. high surf, wind advisory, approaching storms, big shore break, sewage spills, etc...) At the discretion of the Race Committee, the event may be cancelled if conditions present hazards creating an unsafe event. The event may be stopped at any time by the Race Committee if the conditions change unexpectedly.

FIRST AID AND SAFETY EQUIPMENT:

The Race Committee shall provide the following safety equipment at all events:

- Adequately stocked first aid kit
- The communication equipment as specified in Section 4 of this policy
- An operational cell phone to be used for communicating with land based 911 services

Section 17 covers safety equipment required for all participants and escort boats

SAFETY FACTORS:

Official boats must be motorized vessels no shorter than 15 feet.

Most events start and finish from a Park staffed by County of Maui Lifeguards. If the event starts or finishes from an area not staffed by certified lifeguards, the Race Committee may decide to arrange for certified lifeguards on site for the duration of the event. At the discretion of the Race Director and in conjunction with the Safety Officer, a lifeguard may be assigned to an official boat.

PROXIMITY TO EMERGENCY PERSONNEL

DT Fleming Beach Park (and Honokahua Beach, fronting the beach park) is located on the West side of the Island of Maui. The park is approximately 8 minutes away from the Lahaina Civic Center that houses base yards for the Maui Fire Department, Maui Police Department, and EMS.

BOAT OPERATORS: OFFICIAL BOATS

- Official boats are required to have a policy of general liability insurance. Proof of insurance is required. If the vessel does not have insurance, the vessel cannot be used for race operations.
- Official boats are required to have current registration with the State of Hawaii or a current documentation number from the USCG. Proof of registration is required. If the vessel is not currently registered, the vessel cannot be used for race operations.
- Starting in November 2014, all individuals who operate a motorized vessel in Hawaii's State waters must have taken a boating safety course and show proof of certification. Proof of certification is required. If the boat operator cannot provide proof of certification, the vessel cannot be used for race operations.
- Official Boats are required to submit a Float Plan to the Race Director prior to the event. The USCG Float Plan can be found on Attachment 5 of this policy.
- Official boats must meet all requirements as found in Section 17 of this policy. (Safety equipment required by agencies on all escort boats) (Equipment required by race organizers may differ from escort boats).

Officials will be trained and properly educated on all aspects of the event prior to the registration period of the event. It is important that all officials be well versed in safety protocols and event logistics. Officials will be assigned to an official boat and will instruct the Boat driver of where to position the boat for the event.

If official boats need to come into shore they must do so in the designated areas. It is the responsibility of the boat driver to be aware of surroundings to include canoes, paddlers, swimmers, equipment, and hazardous conditions.

SECTION 5 - WATER EMERGENCY PROCEDURES; NEAR SHORE

This water plan is in place to help HCC as an event host be prepared for near shore emergencies as could be typically found at Hawaiian Outrigger Canoe events. Including, but not limited to; canoe huli, swamping, medical, personal injury, or collision injuries. All volunteers and officials shall be instructed to observe the following procedures in the event of an emergency on the water.

PROCEDURES:

1. The official nearest the emergency is the designated scene commander unless directed otherwise by the Head Water Official.
2. Upon arrival at the emergency site, the scene commander shall determine the nature of the emergency and if needed, assume control over the affected crew(s) and initiate a responsible reaction commencing with a head-count of paddlers.
3. If paddlers are in the water or if it cannot be determined whether paddlers are in the water, unless the official boat is equipped with a propeller guard, motor boats responding to the emergency will stop their engines and enter the area only after heads are counted and all paddlers are accounted for and visible.
4. As promptly as possible after arriving at the scene of the emergency, the scene commander shall notify the Race Director or, in the case of his or her unavailability, the Safety Officer the nature of the emergency via VHF race operations channel. (68 or 71, as determined before the start of the regatta). At this time additional first aid equipment and supplies not available will be requested if necessary. As well as 911 assistance if needed.
 - a. Radio communications should be shifted to the VHF channel designated for emergency communications at the first REASONABLE opportunity. In general, marine channel 72 will be used for emergency communications, unless advised otherwise by the Race Director or Safety Officer.
 - b. Persons responding to an emergency or coordinating an emergency response shall conduct radio communications. Persons not directly involved with the emergency response or coordination shall refrain from non-essential communication until the emergency has been resolved.
 - c. The Race Director or Safety Officer shall be responsible for coordinating a timely and efficient response.
5. Once notified of the emergency, the Race Director or Safety Officer shall be responsible for requesting the assistance of the arranged certified lifeguards and/or 911 assistance if needed, while the scene commander takes necessary actions to assist the injured person(s). (i.e. transport into shore, basic first aid, etc....) *If the injury or incident requires more immediate response, do not hesitate to call 911 directly and notify the Race Director or Safety Officer at first opportunity.
6. The arranged lifeguards shall meet the injured person(s) upon beach arrival and render services as needed.
7. The appointed official will wait and direct emergency personnel to the right area.
8. An incident report must be filled out by the injured person(s) or relative and submitted to the Race Director AND Safety Officer within 24 hours. Any witness will be asked to fill out a witness

report and submit it as well. The incident report form and witness report form can be found on Attachment 4 of this policy.

9. At the conclusion of the emergency, the Race Director and Safety Officer is responsible for coordinating any additional actions required by the emergency.

*HCC is required to report any accident/incident to its insurance company. The Race Director (or his/her designee) is responsible for reporting any safety incident to the HCRA Insurance Committee. *



SECTION 6 - WATER EMERGENCIES; OPEN OCEAN

This water plan is in place to help HCC as an event host be prepared for emergencies on the water as could be typically found at Hawaiian Outrigger Canoe events. Including, but not limited to; canoe huli, swamping, medical, personal injury, or canoe collision injuries. All escort boats, volunteers, and officials shall be instructed to observe the following procedures in the event of an emergency on the water.

- Escort boats must meet all requirements as outlined in Section 17 of this policy.
- If an emergency occurs requiring immediate medical attention; notify the U.S. Coast Guard on Channel 16 and request assistance. At the first reasonable time, notify the official incident boat of the emergency and the location of the injured party. Official incident boats can still locate and attend to the injured while the coast guard is being dispatched.
- If an emergency occurs requiring official assistance (moderate injuries) the escort boat is to radio the incident boats, providing the following information; location using GPS, nature of the injury, canoe number, and what assistance is needed. The responding incident boat will acknowledge the information and switch to the designated event emergency channel. (Determined prior to the start). Any further emergency communications will be relayed over the emergency channel and NOT the race operations channel. The remaining incident boats will cover unaffected participants until the assigned incident boat can return to rotation.
- The responding incident boat will notify the Race Director or Safety Officer of an ongoing emergency. The official assigned to the incident boat will oversee communication between the emergency and the Race Director. Radio communication will be limited to emergencies only and will not be used to receive updates on the situation.

PROCEDURES:

1. The medical professional assigned to the incident boat will be designated the scene commander.
2. Upon arrival at the emergency site, the scene commander shall determine the nature of the emergency and if needed, assume control over the affected crew(s) and initiate a responsible reaction. It is the responsibility of the Boat Drivers to be aware of surroundings to include hazards, other vessels, and persons.
3. If paddlers are in the water or if it cannot be determined whether paddlers are in the water, unless the official boat is equipped with a propeller guard, motor boats responding to the emergency will stop their engines and enter the area only after heads are counted and all paddlers are accounted for and visible or away from the vicinity of the affected boat and injured party.
4. As promptly as possible after arriving at the scene of the emergency, the official shall notify the Race Director or, in the case of his or her unavailability, the Safety Officer of any additional first aid equipment and supplies needed.
 - a. Radio communications should be shifted to the VHF channel designated for emergency communications at the first REASONABLE opportunity. In general, marine channel 72 will be used for emergency communications, unless advised otherwise by the Race Director or Safety Officer.
 - b. Persons responding to an emergency or coordinating an emergency response shall conduct radio communications. Persons not directly involved with the emergency

response or coordination shall refrain from non-essential communication until the emergency has been resolved.

- c. The Race Director or Safety Officer shall be responsible for coordinating a timely and efficient response.
5. Once notified of the emergency, the Official Incident Boat shall be responsible for requesting the assistance of the arranged certified lifeguards and/or 911 assistance if needed, while the scene commander takes necessary actions to assist the injured person(s). (i.e. transport into shore, basic first aid, etc....) *If the injury or incident requires more immediate response, do not hesitate to call 911 directly and notify the Race Director or Safety Officer at the first reasonable opportunity. Depending on how far the race has progressed and how far from shore the injured party is, assistance may need to be requested via VHF Channel 16 straight to the USCG.
6. If the medical boat is able to return the victim to shore, the appointed official will wait and direct emergency personnel to the right area.
7. An incident report must be filled out by the injured person(s) or relative and submitted to the Race Director AND Safety Officer within 24 hours. Any witness will be asked to fill out a witness report and submit it as well. The incident report form and witness report form can be found on Attachment 4 of this policy.
8. At the conclusion of the emergency, the Race Director and Safety Officer is responsible for coordinating any additional actions required by the emergency.

*HCC is required to report any accident/incident to its insurance company. The Race Director (or his/her designee) is responsible for reporting any safety incident to the HCRA Insurance Committee. *

SECTION 7 - LAND EMERGENCIES

This emergency plan is in place to help HCC as an event host be prepared for onshore emergencies as could be typically found at Hawaiian Outrigger Canoe events. Including, but not limited to; medical, or personal injury on land. All volunteers and officials shall be instructed to observe the following procedures in the event of an emergency on the water.

PROCEDURES:

1. The coach or official nearest the emergency is designated as the scene commander. (If a coach is the first on scene, a designated club or crew representative must notify the officials immediately that there is an emergency. An official with a VHF radio will be immediately dispatched to the scene and will communicate with the Race Director or Safety Officer via VHF marine channel 72.)
2. Upon arrival at the scene, the scene commander shall assume control, determine the nature of the emergency, and initiate a responsible reaction.
3. As promptly as possible after arriving at the scene of the emergency, the scene commander shall notify the Race Director or Safety Officer (Whoever is assigned to handle the incident) via VHF channel 72. The scene commander shall request first aid equipment or supplies not available on the scene as well as 911 assistance if needed.
 - a. Keep in mind that most start and finish locations occur on a beach staffed by County of Maui Lifeguards. The scene commander is responsible for requesting assistance from the on duty or arranged lifeguards.
4. The lifeguards or onsite volunteers shall meet the injured person(s) and render services as needed.
5. The appointed official will wait and direct emergency personnel to the right area.
6. An incident report must be filled out by the injured person(s) or relative and submitted to HCC within 24 hours. Any witnesses will be asked to fill out a witness report and submit it to HCC as well.
7. At the conclusion of the emergency, the Race Director or Safety Officer is responsible for coordinating any additional actions required by the emergency.

*HCC is required to report any accident to its insurance company. The Race Director (or his/her designee) is responsible for reporting any safety incident to the HCRA Insurance Committee.

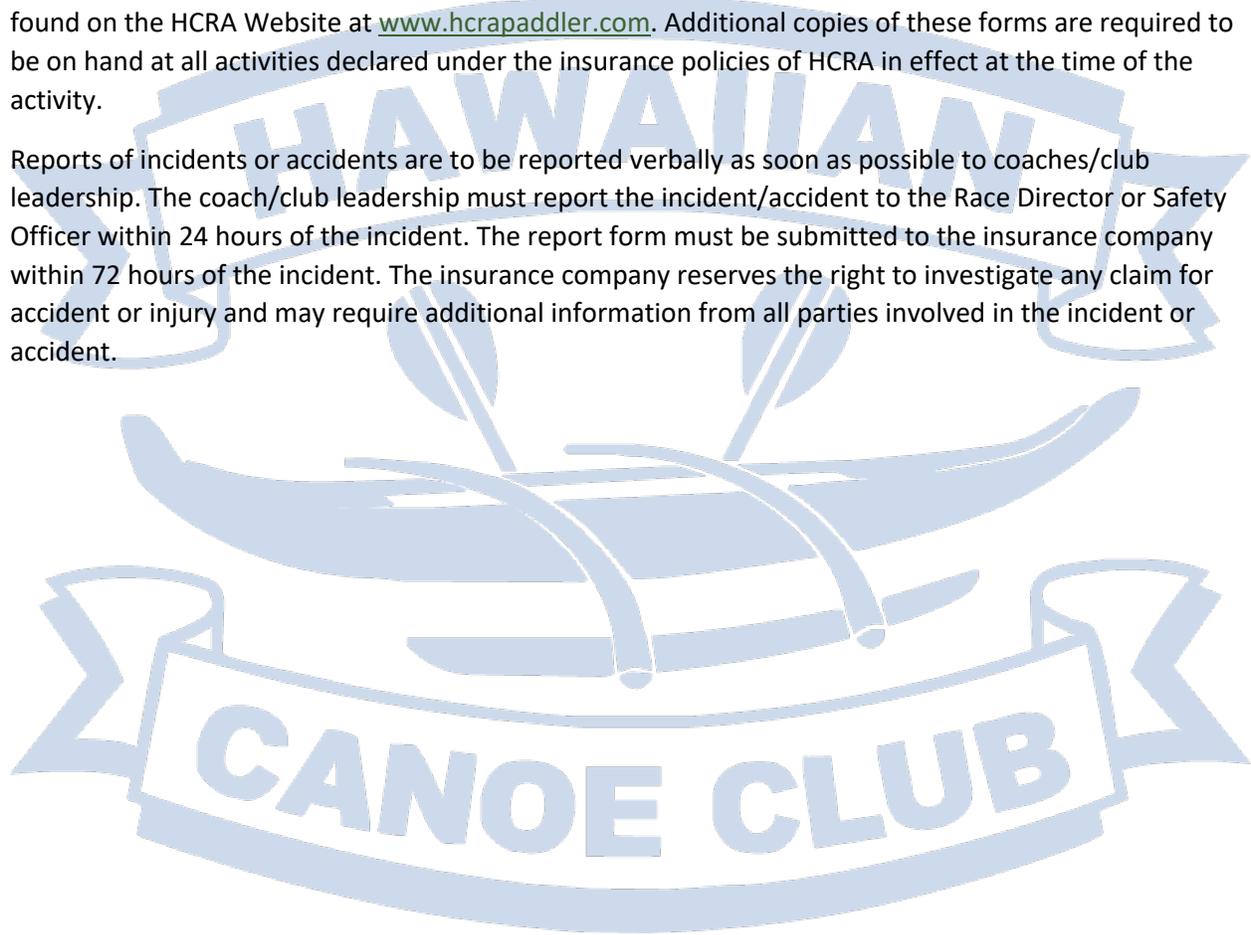
SECTION 8 - REPORTING PROCEDURES

The Hawaiian Canoe Racing Association requires that all incidents involving paddlers and equipment while participating in races are to be reported regardless of whether or not an insurance claim will be filed by the affected parties.

INCIDENTS/ACCIDENTS:

Accident reports are to be filed when any incident occurs either for record or claim. Report forms can be found on the HCRA Website at www.hcrapaddler.com. Additional copies of these forms are required to be on hand at all activities declared under the insurance policies of HCRA in effect at the time of the activity.

Reports of incidents or accidents are to be reported verbally as soon as possible to coaches/club leadership. The coach/club leadership must report the incident/accident to the Race Director or Safety Officer within 24 hours of the incident. The report form must be submitted to the insurance company within 72 hours of the incident. The insurance company reserves the right to investigate any claim for accident or injury and may require additional information from all parties involved in the incident or accident.

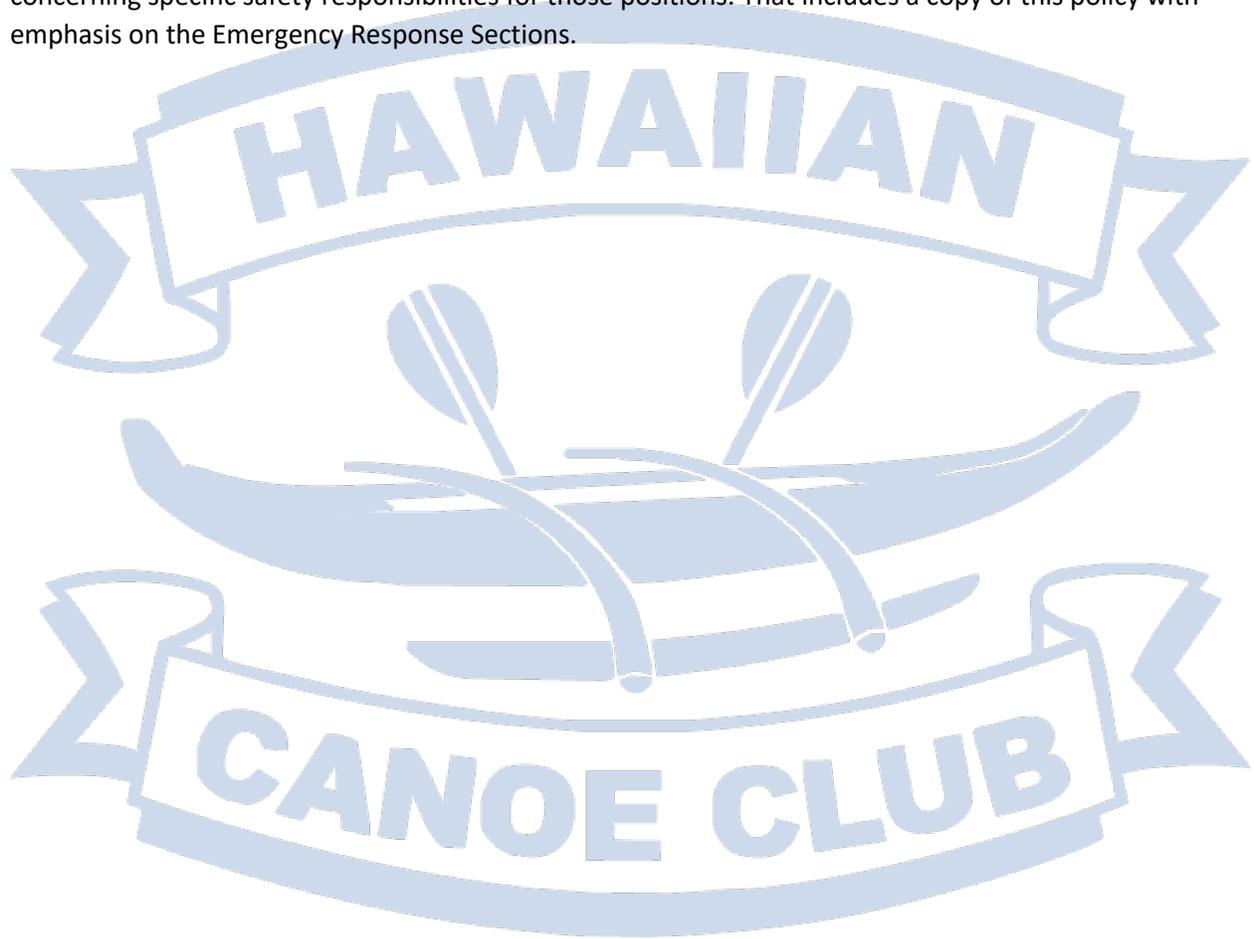


SECTION 9 - SAFETY POSITIONS

The following positions are designated as safety positions:

- Race Director
- Safety Officer
- Head Water Official
- Coaches

All officials, volunteers, and participants assigned to a safety position shall receive special instructions concerning specific safety responsibilities for those positions. That includes a copy of this policy with emphasis on the Emergency Response Sections.



SECTION 10 - PADDLER REQUIREMENTS

Each paddler in the crew is required to be registered with a member club and waivers submitted to either the Club Secretary or Coach before entering any canoe on the water. Waiver forms can be downloaded from hcrapaddler.com.

- If a crew is from out of state, an HCRA Waiver must accompany their registration paperwork along with applicable fees. Crews who provide proof of general liability insurance are exempt from this.

GUIDELINES:

The following is a list of guidelines that all paddlers/participants of HCC events *should* be able to meet;

Be prepared!

1. You must have skills, knowledge, and equipment adequate for whatever conditions you might encounter. The Race Committee will be in contact with registered participants regarding weather and water conditions for the event.
2. You need a clear understanding of the potential hazards and you must stay alert for them.
3. You should have a plan of action (plus a backup plan) worked out in advance for any emergency including a huli, swamping, medical, or personal injury. (A plan can help prevent panic)
4. Stay hydrated.
5. Watch for other canoes or paddlers. Avoid going into dangerous situations or conditions.
6. Adults should be able to tread water for 10 minutes and swim 100 yards unassisted.
 - a. Youth participating in adult races should be able to meet adult guidelines.
7. Youth should be able to tread water for 8 minutes and swim 75 yards unassisted.
8. Understand seat responsibilities in the event of a huli.
 - a. Crew members should have a clear understanding of all seat responsibilities.
 - i. A sample outline of seat responsibilities is available in Section 11 of this policy.
9. Understand your physical and mental limitations.

KNOW YOUR EQUIPMENT:

1. Check your equipment for damage and wear before use. (Keep in mind that the Race Director and/or Safety Officer may order a safety inspection of all equipment.)
2. Practice "huli" drills until motions are memorized.
3. Be careful with your equipment so as not to create a trap with your rigging.
4. Be aware of the limitations of your equipment. Do not put yourself or others into a situation that can result in an unsafe situation or emergency.
 - a. Section 16 of this policy covers equipment required for canoes.
 - b. Section 17 of this policy covers equipment required for all escort boats.
 - c. Section 6, 7, and 8 of this policy covers emergency procedures should a situation arise requiring assistance.

KNOW THE WATER, CURRENTS, TIDES, AND WAVE CONDITIONS:

In some locations the effects of tidal currents can become misleading. A calm place can become very rough in a few minutes. Even mild currents can take you way off course.

Currents can significantly slow or stop your progress. Tide rips occur when currents meet, causing rough and confused water.

Waves increase the chances of a huli and make controlling the canoe more difficult. Other risks become more evident when escort boats are nearby. All of these factors increase the chances of injury.

- Avoid big surf, break lines, and shallow areas during big shore break.
- Avoid these conditions unless with an experienced steersman/coach who understands and has experience in these types of conditions.

*During the race is not an appropriate time to test the limits of yourself, crew members, or equipment.

SAFETY FIRST!

KNOW THE WEATHER:

It is possible you could be blown offshore or blown onshore into dangerous areas. It is possible to be blown off course or turned around. It becomes a bigger problem with big surf and strong currents.

- Avoid taking the water in serious conditions. It could put yourself or your crew into a dangerous situation. (heavy rain, strong wind, lightning, etc.) The Race Director will be in contact with registered participants regarding weather concerns that may pose threats to the event.
- Be aware of any abnormal weather conditions/patterns that could pose a safety risk.

The Race Director and Race Committee is responsible for monitoring the weather and water conditions. This does not absolve the responsibility of the coach and crew member from being aware of the conditions. Research weather conditions and patterns prior to taking the water. Know your surroundings and environment.

THE ABOVE GUIDELINES ARE WRITTEN TO COVER THE GENERAL OVERVIEW OF HCC'S POSITION ON THESE MATTERS. THESE GUIDELINES SHOULD BE TAILORED TO EACH CREWS PRACTICE.

SECTION 11 - HULI PROCEDURES

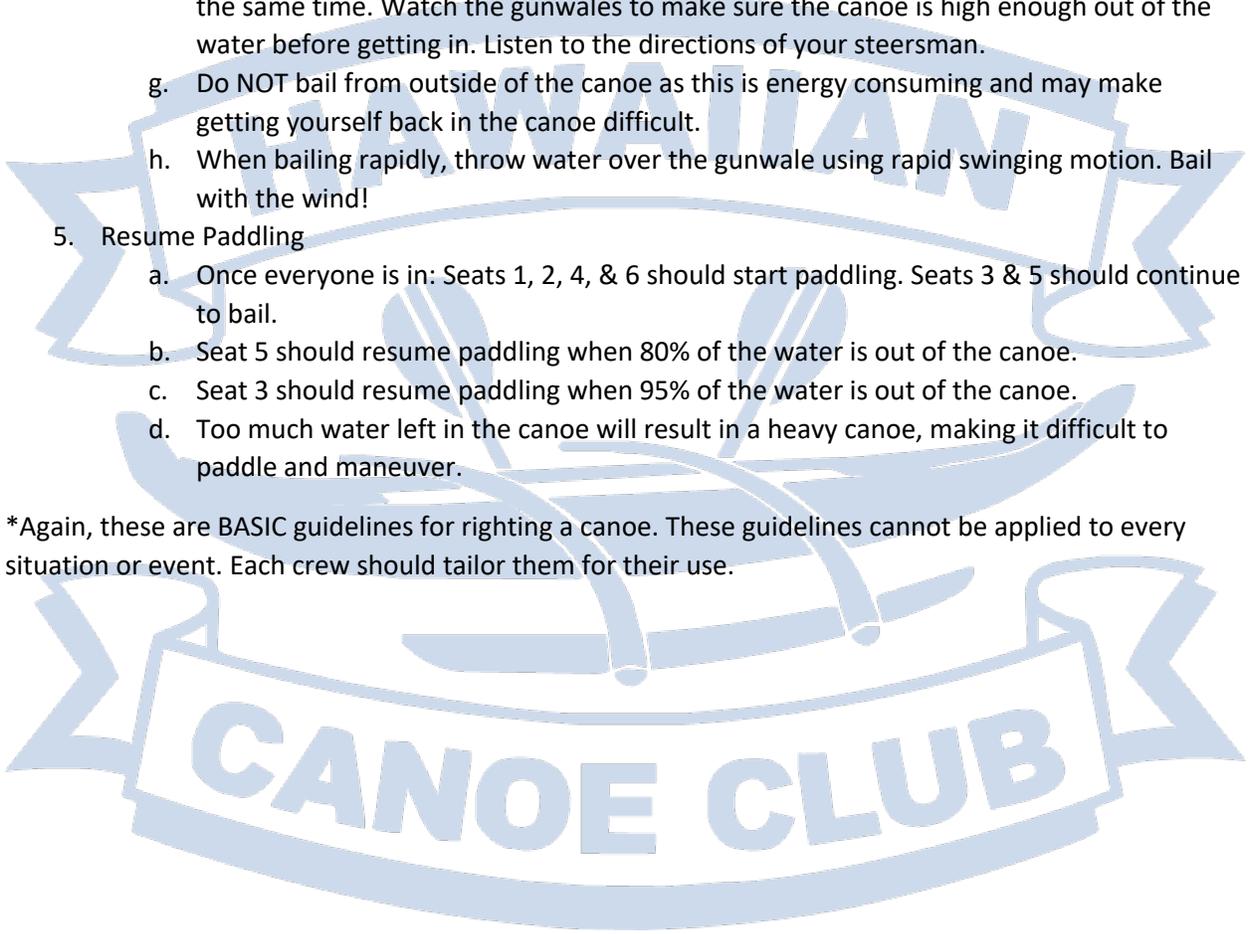
Safety should always play a key role in events. As paddling is a water sport, certain hazards on the water are to be expected. The following are the most basic huli procedures. (These procedures should be tailored to each crew's preference.)

In the event of a hui, it is imperative that everyone stay calm and alert. Your steersman is the captain and will issue instructions as necessary. If the steersman is unable to perform such duties, an alternate should be selected prior to beach departure. In most cases, each seat will have a specific responsibility to help carry out the righting of the canoe.

PROCEDURES:

*This is a basic procedure. A formal procedure should be developed by the crew. Huli procedures may change depending on the type of event. (Near shore vs distance, canvass vs no canvass, etc.)

1. Paddler Safety:
 - a. Steersman: Do a headcount and confirm paddlers are not injured.
 - b. Paddlers: If you are having problems, hold onto the canoe and make your way towards your steersman.
 - c. Do NOT climb or hold onto another paddler. This may cause injuries or unsafe situations.
 - d. Do NOT climb or hold onto the ama. This may cause it to sink further and/or make it difficult to right.
2. Responsibilities: Divided into 6 roles, each role assigned to a specific seat. Depending on crew members it may be safer to switch roles based on height, arm reach, weight, etc.
 - i. Steersman: Captain, check to make sure all paddlers are accounted for. Assist in the execution of the huli and make verbal commands as necessary. Provide physical assistance to crew members if needed. (Seat 6)
 - ii. Climbs onto the canoe using 'iako's. Once standing – reach over the hull and grab the 'iako. When everyone is ready, pull the 'iako towards you. Hold onto the 'iako as long as possible to prevent it from slapping hard on the water surface. (Hitting the water hard can cause injury or damage.) (Seat 2 & 4)
 - iii. Swims to ama, once crew members are in place to pull 'iako, push the ama up to help get it out of the water. (Seat 1 & 3)
 - iv. Gather paddles. (Seat 5)
3. Position
 - a. Each seat has a dedicated responsibility.
 - b. Once stabilized, get into position to right the canoe.
 - c. Talk to each other and work as a team.
 - d. It doesn't take a lot of energy to right a canoe, but if not done together, it can be very difficult and time consuming.
4. Entering and Bailing
 - a. It is very important that everyone re-enter the canoe on the left side. (ama)

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- b. If you cannot pull yourself into the canoe using the gunwales, use the 'iako's to help you get into position.
 - c. Depending on water conditions, area, and event, do not worry about getting back into the same seat. The only person who needs to return to the same seat is generally the steersman.
 - d. The smallest or lightest paddler should enter the canoe first and start to bail.
 - e. Seat 6 should be the next paddler to re-enter the canoe in order to keep the canoe straight or facing the right direction.
 - f. Remaining paddlers get in as quickly as possible: make sure the canoe is bailed enough before entering. If it is too full of water, it may swamp if all paddlers were to enter at the same time. Watch the gunwales to make sure the canoe is high enough out of the water before getting in. Listen to the directions of your steersman.
 - g. Do NOT bail from outside of the canoe as this is energy consuming and may make getting yourself back in the canoe difficult.
 - h. When bailing rapidly, throw water over the gunwale using rapid swinging motion. Bail with the wind!
5. Resume Paddling
- a. Once everyone is in: Seats 1, 2, 4, & 6 should start paddling. Seats 3 & 5 should continue to bail.
 - b. Seat 5 should resume paddling when 80% of the water is out of the canoe.
 - c. Seat 3 should resume paddling when 95% of the water is out of the canoe.
 - d. Too much water left in the canoe will result in a heavy canoe, making it difficult to paddle and maneuver.

*Again, these are BASIC guidelines for righting a canoe. These guidelines cannot be applied to every situation or event. Each crew should tailor them for their use.

SECTION 12 - REVISION POLICY

Hawaiian Canoe Club reserves the right to amend this policy from time-to-time. Changes may be made to cover other situations and events as deemed necessary.

This policy should be reviewed and updated annually and/or immediately following any major incident regardless if the incident is covered in this policy.

SECTION 13 – EVENT CANCELLATION POLICY

The **safety of the paddlers is the number one priority**. If conditions are believed to be too dangerous for the paddlers, the event will be cancelled. Weather, water conditions, quality of water, approaching storms, etc. are all factors that contribute to the cancelation declaration.

If the event is cancelled, all registered crews will be notified via e-mail, an official release will be posted to the website and social media accounts.

SECTION 14 - REFUND POLICY

Full refunds will be given up to August 13, 2019, less the \$25 cancellation fee. No refunds will be given after midnight August 13th.

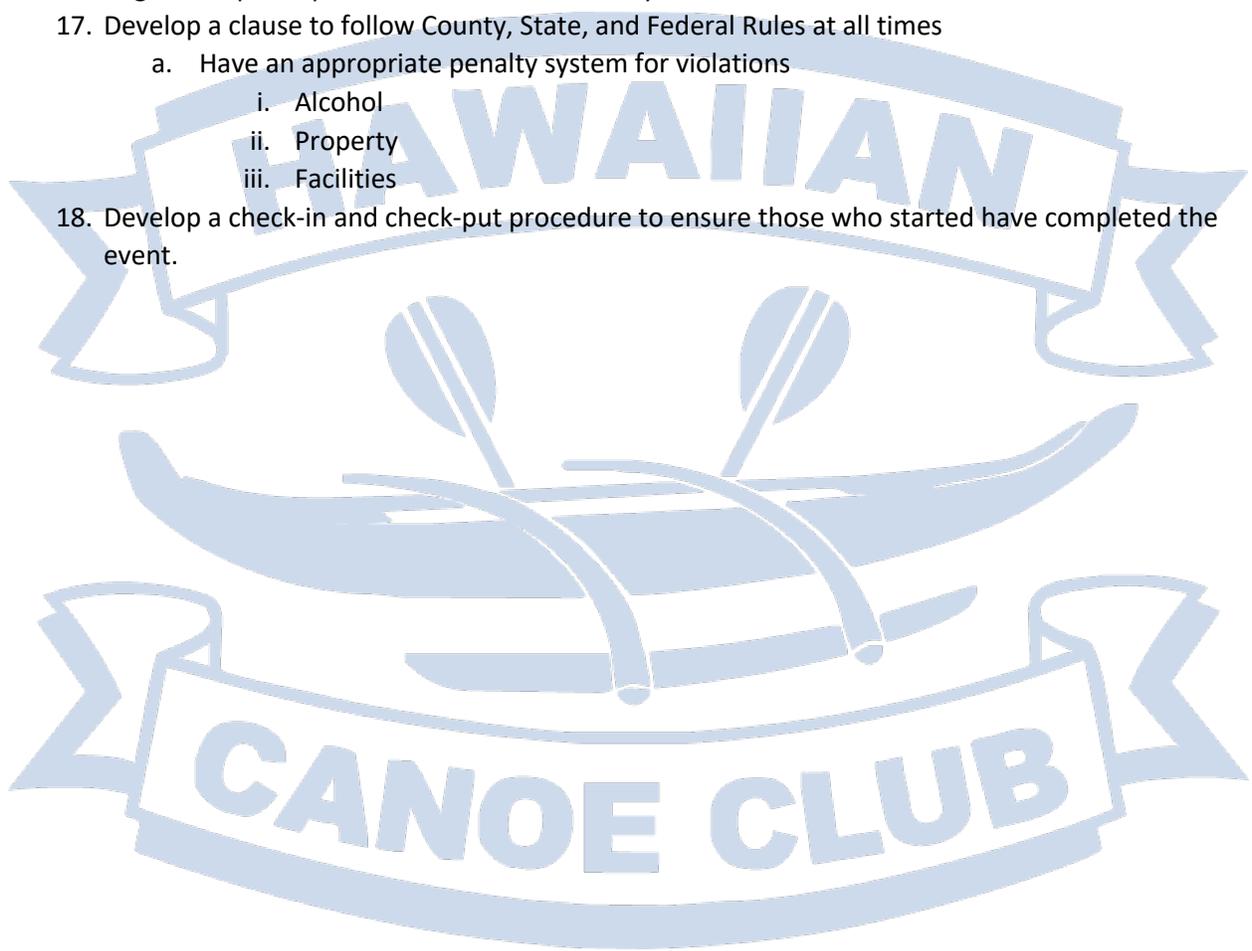
The race committee will make an assertive effort to produce events as scheduled, however courses and schedules may be modified based on unforeseeable conditions arising from adverse weather, natural disaster and/or agency directives. If the course must be changed or the race cancelled due to unforeseeable circumstances beyond our control, there are no refunds, transfers, or rollovers.

SECTION 15 - RACE ORGANIZER SAFETY TRAINING

Event safety starts with the Race Organizers. Each paddler, coach, boat captain, and participant are ultimately responsible for their own safety. However, race organizers are tasked with hosting an event in areas where conditions can change rapidly with very little to no warning. The following guidelines will help race organizers promote the safety for all participants and volunteers.

1. A defined course will be determined well in advance of the event and communicated to all participants and officials
 - a. No USCG, State, or Federal navigational aids are to be used as turning buoys or markers
2. Race Rules, Safety Policy, and all Registration information will be put together for all participants
3. Pre-race meeting for ALL officials should be held no later than 2 days prior to the event
 - a. It is important that all officials understand the roles and responsibilities of their position as well as fellow officials. It is NOT enough to know only your assigned role.
4. Coaches meeting for ALL participants should be held no later than 12 hours prior to the event
 - a. Most registration takes place prior to the day of the event; registration is mandatory; a coaches meeting should be held immediately after the last registration is completed.
 - b. Additional concerns that arise after the meeting may be addressed the morning of the event.
5. Insurance requirements for out of state participants should be clearly outlined
6. Participant eligibility requirements should be clearly outlined in pre-registration material
7. Escort boat requirements should be reviewed prior to any event that makes water changes
 - a. Things to discuss include, minimum length required, required equipment, boat captains previously banned from participation.
8. Escort boat rules should be reviewed and updated if concerns or situations arise
9. Official boats must meet all USCG and State requirements (escort boats are required to do the same)
10. Official vessels should have additional emergency equipment onboard to handle race appropriate worst case emergencies. Examples include;
 - a. Towing bridles
 - b. EPIRB
 - c. Throw lines
 - d. Handheld VHF backup
11. Ensure certified medical professionals are onboard dedicated incident boats
 - a. Incident boats staffed with spectators, media, or other persons not certified eliminates the vessel as a primary incident boat.
12. Assigned VHF channels (H.O.S.T.) (Subject to change on race day).
 - a. 68 or 71 for Race Operations
 - b. 72 for Emergency situations
 - c. 74 Back up
13. Have the safety policy readily available to all participants and officials
14. Enforce safety policy
 - a. Experience, club, friend of friends are not excuses to ignore safety policies set by the officials

15. Ensure the race has an adequate number of official boats. The following guideline should be used;
 - a. 1 official boat for every 6 iron crews (i.e. 15 iron crews requires a minimum of 3 official boats)
 - b. 1 official boat for every 15 change crews (i.e. 70 change crews requires a minimum of 5 official boats)
 - c. 1 dedicated incident boat for every 45 crews (i.e. 85 total crews requires a minimum of 2 incident boats)
16. Ensure ALL officials have a list of registered participants with Emergency contact information. Registered participants should be identified by race number.
17. Develop a clause to follow County, State, and Federal Rules at all times
 - a. Have an appropriate penalty system for violations
 - i. Alcohol
 - ii. Property
 - iii. Facilities
18. Develop a check-in and check-put procedure to ensure those who started have completed the event.



The following Sections cover crew, canoe, and escort boat requirements. This policy is NOT site specific and cannot cover every situation that may arise. The following sections were developed from a collective of experienced race officials, paddlers, boat captains, and race organizers. These sections may be updated from time-to-time without notice.

SECTION 16 - CREW REQUIREMENTS

REGISTRATION:

- Required paperwork for all events regardless of location/type:
 - HCRA Waiver (download off hcrapaddler)
 - Event Waiver (included in registrations as it changes with event)
 - Crew List with contact information (registration)
 - Crew list with emergency contact information (registration)
 - Coach contact (registration)
 - Canoe Name (registration)
 - Escort Boat Waiver (if an escort race; registration)
 - Boat Captain name and contact (phone and email) (If an escort race)
 - Further documentation and requirements for escort boats can be found in Section 17 of this policy.
- Must have a representative, coach, or designee in attendance at the coaches meeting. Failure to attend the coaches meeting is an automatic removal from the event. Attendee must be on the registration paperwork. (i.e. a crew member, authorized rep, boat coach, boat captain, etc. It is not enough to pull a member from another crew to attend for you.) The attendee is responsible for relaying ALL information to other coaches, crew members, escort boat, and other involved parties.
- The Race Committee reserves right to reject any crew entry. The decision of the Race Committee is final.
- Each canoe entry must have its identification number, assigned by the Race Committee, clearly displayed on the front of the canoe. Identification numbers will be provided the morning of the race.

CANOE EQUIPMENT:

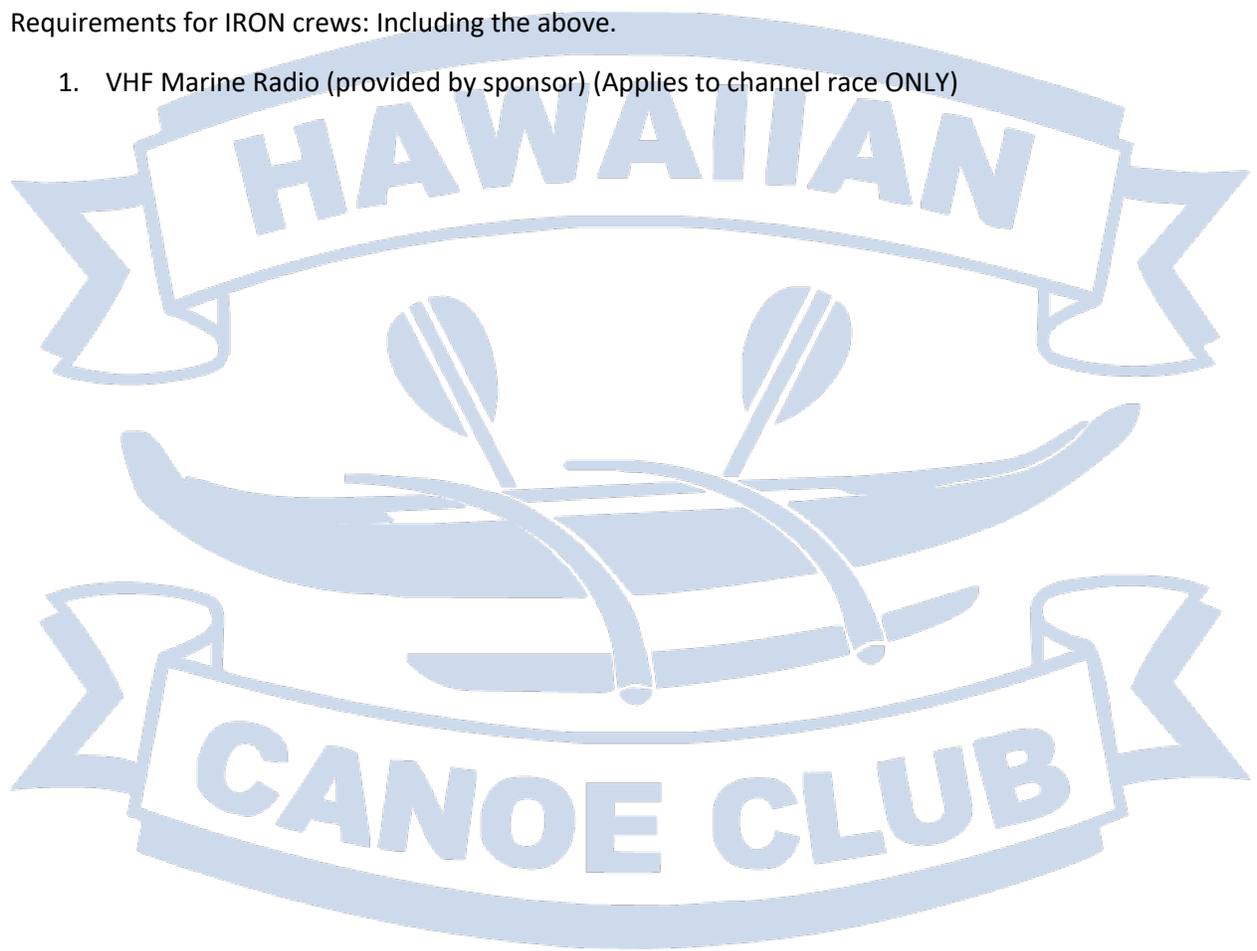
Crew members are required to have the following equipment in or on the canoe regardless of it being a near shore distance race or channel race. These items are mandatory for all crews regardless of division. This will help officials ensure and maintain a safe event for everyone.

Requirements for ALL crews:

1. 2 Bailers per canoe (minimum)
2. An extra paddle secured to the 'iako.
3. A signaling device; whistle or horn (provided by sponsor)

Requirements for IRON crews: Including the above.

1. VHF Marine Radio (provided by sponsor) (Applies to channel race ONLY)



SECTION 17 - MOTORIZED VESSEL REQUIREMENTS

Escort boats *should* be no shorter than 23 feet for near shore races and 26 feet for channel races.

Official boats *should* be no shorter than 15 feet.

RACE PAPERWORK

The following paperwork is required for all escort boats regardless of the event or division the crew is entered in.

1. A signed event escort boat waiver must be submitted with the crew's registration, along with a copy of the vessel registration or documentation number, proof of insurance, and proof of completing an accredited boating safety course as required by HAR 13-244-15.5. If anyone other than the captain is going to be operating the vessel, the same proof is required.
2. Vessel Check List; can be found in Attachment 1 of this policy.
3. Event Float Plan must be submitted to the Safety Officer no later than the Coaches meeting. The form must be filled out in its entirety or the vessel will not be allowed to enter the event. Event float plan can be found in Attachment 2 of this policy.
4. Escort Contact Form must be submitted to the Safety Officer no later than the Registration deadline. The form must be filled out in its entirety or the vessel will not be allowed to enter the event. Escort Contact Form can be found in Attachment 3 of this policy.

REQUIRED EQUIPMENT

All motorized vessels whether official or escort must have the following equipment unless otherwise noted. The Vessel Check List can be found in Attachment 1 of this policy.

Equipment Required by Agencies

All escort and support vessels must comply with State, Federal, and USCG requirements. The following equipment is required for all escort boats according to the above agencies; (failure to meet these requirements upon random inspection will result in a disqualification of the crew and possible suspension from escorting future events sponsored by HCC.)

1. Type I USCG approved lifejacket for every person on the vessel
2. Type IV device (throw able)
3. Mounted VHF Marine band radio (Handheld VHF radios are not adequate for escort races due to restricted range; however they should be carried as a backup.)
4. Emergency first aid kit of suitable size to handle possible lacerations caused by contact injuries.
5. Distress signals – 3 current dated handheld approved flares
6. Correct number of approved fire extinguishers based on the vessel's size
7. A sound making device
8. Working Running lights
9. Suitable anchor for vessel size

Equipment Required by Race Organizers

All motorized vessels are required to have the following equipment;

1. A throw line with flotation device for the recovery of people in the water.
2. A pre-rigged towing line and bridles of suitable size and length to facilitate towing the racing vessels
3. Dedicated spotters whose sole purpose is for in water safety during changes (spotter must be indicated on the escort boat waiver; a crew member does not meet this requirement)
4. Swim fins and mask
5. Swim ladder
6. Unlocked cell phone for land-based communications in the event of an emergency
7. Extra paddles (3 minimum)
8. Straps for canoe or ama (1 set minimum – 4 straps)
9. Water

RECOMMENDED EQUIPMENT

The following is a list of equipment not required by State or Federal Agencies and Race Organizers; however, it is recommended to help mitigate incidents.

1. Propeller Guard
 - a. All escort boats are encouraged to install and use a propeller guard for the duration of the event.
 - b. HCC recognizes the danger that propellers pose to participants in the water.
 - c. Section 20 of this policy addresses propeller safety.
2. EPIRB
 - a. In the event of an emergency, this will automatically alert authorities with your location
3. Backup handheld VHF marine radio
 - a. For backup ONLY. Mounted VHF still required.

SECTION 18 - SAFE OPERATIONS FOR ALL MOTORIZED VESSELS

Each escort and support vessel should have the capacity to carry the total number of paddlers, vessel and support crew members, and any additional cargo to support the racing team. The carrying capacity needs to be in accordance with the manufacturer's approval for each vessel and that the vessel design allows for the wind, wave, and sea state for the intended route. Most vessels have a maximum capacity plate, which specifies maximum total weight of person, gear, and outboard engines allowed in pounds. Care should be taken when assessing weights, recognizing the weight used calculating persons was previously based on a 160-pound person and that any change in the outboard motor weight and or horsepower may have changed the safe loading of the vessel. Vessels that do not have capacity plates can use a simple formula – vessels length times width divided by 15 to determine the maximum persons. This formula is intended for only good weather, and is only a general guideline, and should never exceed the vessels carrying capacity recommended by the manufacturer.

Escort and support vessels that are inspected/certified as a passenger vessel by the U.S. Coast Guard shall stay within their established stability parameters. The stability letter and/or certificate of Inspection will provide the total number of persons allowed onboard and it also specifies the route (waters) and service they may operate. It remains imperative that operators ensure the vessel is never overloaded. A common error is failing to take into account the additional support gear that is required for these events. Other errors include not accounting for wind, waves, and sea state. Many of these events start on shore and transit to open ocean that significantly changes the exposure to the vessels. Operators should recognize that how a vessel is loaded may have dire consequences as it relates to stability. Placing weight high on the vessel may make it prone to capsizing. As too many people (and/or gear) will also cause the boat to become unstable, it is important to always balance the load so that your boat maintains proper trim. Too much weight to one side or the other will cause the boat to list and increases the chance of taking on water. Too much weight in the bow causes the boat to plow through the water, and too much weight in the stern will create a large wake. All of these situations make the boat difficult to handle and susceptible to swamping. Improperly loaded or overloaded boats will have a negative impact on the vessel stability and could result in accidents that are preventable.

Note that official boats will not provide escort services but will respond to any crew in distress during the event. The priority of official boats are the safety and well-being of participants. If an escort boat needs assistance, the official boat will respond and assist in returning paddlers/crew to the nearest safest shoreline they are able to access. Our official boats are not able to provide escort services that allow the crew to continue the race.

SECTION 19 - ESCORT BOAT RULES

Violations will result in disqualification, time penalties, and/or possible suspension from future HCC sponsored events.

1. All escort boats must have current registration and insurance and meet U.S. Coast Guard requirements.
2. All escort boats must complete and sign the event waiver.
3. All escort boats must have a contact that can help them if their boat becomes disabled and they need to repair or tow it before or during the race – Officials will not tow or repair escort boats and will only assist the affected crew and paddlers.
4. Escort boats must have at least one spotter in addition to the captain. A crew member does not meet this requirement.
5. It is recommended that escort boats are at least 23'.
6. Escorts must stay with their paddlers at all times unless otherwise instructed by Officials.
7. Any crew attempting to complete the race without an escort will be disqualified. (ONLY exemption is REGISTERED IRON CREWS)
8. All escort boats must have mounted ship-to-ship VHF radio communication. Handhelds are reserved for BACK UP ONLY.
9. All escort boats must check in with crew name and number on the event operations channel as designated between 7:00am-7:45am.
10. Race officials must be notified of any changes to the escort boat information at least 24 hours prior to the start. Any changes within 24 hours of the start will be reviewed on a case-by-case basis and may be denied entry into the race.
11. Any crew whose escort boat has not checked in will not be allowed to start the race. (ONLY exemption is REGISTERED IRON CREWS)
12. Escort boats must remain outside of the racing pack for at least 30 minutes after the start.
13. Escort boats are able to make the first change 30 minutes after the start.
14. Escort boats must remain in the escort holding area as indicated on the event map.
15. Escort boats must heed official's instructions if selected for random inspection.
16. Escort boats must always maintain a safe distance from all canoes and other boats.
17. Escort boats will at no time block or cause wake to a canoe.
18. Escort boats must keep a record of injuries and immediately report any injuries requiring medical attention to the Race Director and/or Safety Official.
19. Escort boats must meet all State, Federal and USCG requirements.

Any violation of the above rules may result in a disqualification or time penalty to the crew or possible escort suspension from future HCC sponsored events.

SECTION 20 - ESCORT BOAT TRAINING

This Section will cover basic key points ALL escort boat captains should review with the crew they are escorting. We highly recommend these key points be addressed to the crew in its entirety! It is with further recommendation that these points be covered prior to race day. These points were taken from the H.O.S.T Safe Operating Practices and modified to fit HCC use.

PLAN FOR WATER SAFETY

1. Indicate points on the vessel that participants will utilize during the race
 - a. Entry point
 - b. Exit point
 - c. Standing point
2. Indicate any hazards onboard
 - a. Examples include; low overhead, tripping hazards, slippery surfaces, etc.
3. Communication
 - a. Identify specific commands (verbal and/or hand signals) the person at the helm will give for:
 - i. Exiting the vessel
 - ii. Entering the vessel from the water
 - iii. Emergency situations
 - iv. Aborting operations
 - v. Event Cancellation
4. Water Changes
 - a. Roles and responsibilities of participants on the vessel
 - i. Boat Coach; to assign seats prior to exiting the vessel
 - ii. Captain will give the command when it is safe to exit the vessel
 1. Keep in mind the stability of the boat when exiting
 2. Participants should not exit prior to the command from the Captain
 - iii. Once in the water; move away from the vessel and visually check to make sure you are cleared
 - iv. Prepare for canoe, change as instructed by coach
 - b. Roles and responsibilities of support personnel on the vessel
 - i. Manage the ladder
 - ii. Throwing the throw line
 - iii. Relay commands and confirmation from the Captain or Coach
 - iv. Keep watch of all person(s) in the water
 - v. Relay Emergency commands and hand signals to Captain and participants.
5. Recovery of participants in the water
 - a. Exiting the Canoe
 - i. Procedures for exiting the canoe should be practiced prior to the race. A paddler should come up with their hand coming out of the water above their head to block their head from hitting the canoe or other paddlers.

- ii. When the canoe has departed, participants should group together closely and watch the approaching escort vessel
- iii. The escort boat may throw a line with a buoy on it. If so, participants should grab the line and pull themselves toward the boat. This is used to keep from drifting away from the boat, while waiting to get onboard.
- iv. Participants must get on the boat quickly and as safe as possible using a ladder or as the Captain of the boat has directed in his briefing. (The only entry and exit points that should be used are the ones the Captain has indicated)

PROPELLER SAFETY

The following are key points to discuss with all participants and onboard personnel: Regardless if a propeller guard is being utilized.

1. Escort and support vessel operators shall place engines in neutral and verify the propellers are not engaged when the vessels are within 10 yards of in-water paddlers, signal or communicate the same and receive acknowledgement from the persons in the water before commencing recovery;
2. Escort and support vessel operators shall NOT, under any circumstances, place the in-water paddlers to the stern of the vessel. Backing down to recover is strictly prohibited. If the escort and/or support vessels fail to make the recovery the paddlers will, either swim to the vessel while in neutral or the vessel will make a second forward attempt;
3. Escort and support vessel shall afford recovery devices such as ladders, swim steps to aid in recovery. These devices should be placed in an area away from known hazards.

LOCATION OF SAFETY EQUIPMENT

Everyone on board the vessel should be made aware of the location of all safety equipment that might be needed. The following list is provided to give a general overview of what all on-board participants should know:

1. PFD: _____
2. First Aid Kit: _____
3. Distress Signals: _____
4. VHF Radio and Backup: _____
5. Anchor: _____
6. Cell Phone: _____
7. GPS: _____
8. Fire Extinguisher: _____
9. Sound Producing Device: _____
10. Fins: _____
11. Bridles: _____
12. Extra Paddles: _____
13. Canoe Straps: _____
14. Emergency Streamer: _____

KNOWLEDGE OF PARTICIPANTS

The Boat Captain or Operator should be well aware of who is on the vessel. The following is a list of information Operators should require from crews/coaches:

1. List of all coaches, spotters, participants, and contact information
2. List of emergency contacts for ALL those onboard
3. Any previous medical conditions
4. Any medications & locations such as an Epi pen or inhalers



Official Use Only: <input type="checkbox"/> Check – In <input type="checkbox"/> Check - Out
--

VESSEL CHECK LIST

This check list is to be used to help Escort Boats meet ALL requirements as outlined in the Safety Management Policy for Distance Races. All items on the list are required unless otherwise noted. There are no exceptions to the required equipment. Failing to meet these requirements may result in a disqualification of the crew and possible suspension from future HCC events.

Boat Operator Name: _____ Phone: _____

Name of Vessel: _____ HA#: _____

Type of Vessel: _____ Assigned Spotter: _____

Crew Escorting: _____ Crew No: _____

Notes: _____

Yes	Required Equipment by Agencies	Yes	Paperwork Requirements
<input type="checkbox"/>	Type I USCG approved life vest for every person onboard	<input type="checkbox"/>	Vessel Registration or Documentation #
<input type="checkbox"/>	Type IV throw-able device	<input type="checkbox"/>	Proof of Insurance
<input type="checkbox"/>	Mounted VHF marine band radio	<input type="checkbox"/>	Proof of Boater Safety Certification
<input type="checkbox"/>	Emergency First aid kit	<input type="checkbox"/>	Event Escort Waiver
<input type="checkbox"/>	Distress Signals (3 minimum)	<input type="checkbox"/>	Vessel Check List
<input type="checkbox"/>	Appropriate fire extinguishers for vessel	<input type="checkbox"/>	Event Float Plan
<input type="checkbox"/>	Sound making device (horn, whistle, bell)	<input type="checkbox"/>	Event Escort Form
<input type="checkbox"/>	Working running lights		
<input type="checkbox"/>	Anchor suitable for vessel size		

Yes	Required Equipment by Race Organizers	Yes	Recommended Equipment
<input type="checkbox"/>	Throw line with floatation device	<input type="checkbox"/>	Propeller Guard
<input type="checkbox"/>	Pre-rigged towline with suitable bridals for towing	<input type="checkbox"/>	EPIRB
<input type="checkbox"/>	Designated spotter	<input type="checkbox"/>	Backup VHF Radio
<input type="checkbox"/>	Swim fins/mask	Completed by: _____ By checking 'Yes' I hereby certify that the equipment is onboard the vessel and meets the requirements as outlined by the mentioned agencies and race organizers. I understand that failure to produce any equipment upon random inspection will result in a disqualification of the crew and possible escort suspension from future HCC events.	
<input type="checkbox"/>	Swim ladder		
<input type="checkbox"/>	Unlocked cell phone		
<input type="checkbox"/>	Extra paddles		
<input type="checkbox"/>	1 set straps for canoe		
<input type="checkbox"/>	Bottled water		
<input type="checkbox"/>	Emergency Flag (sponsor)		
<input type="checkbox"/>			

Event: _____ Date: _____

Signed: _____

Event:

Crew Name: _____

Date:

Crew No. _____

EVENT FLOAT PLAN

IDENTIFICATION

HIN: _____

Vessel Name: _____ Documentation/Registration No. _____

Length: _____ Type: _____ Hull & Trim Colors: _____ Other Features: _____

OPERATOR

Name: _____ Cell Phone: _____

Address: _____ Alt Phone: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Age: _____ Gender: _____ Notes: _____

PASSENGERS

Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

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Name: _____ Phone: _____ Crew Member Coach Boat Crew

Name: _____ Phone: _____ Crew Member Coach Boat Crew

EMERGENCY CONTACT

Name: _____ Phone: _____ Alt Phone: _____

Name: _____ Phone: _____ Alt Phone: _____

Event:

Crew Name: _____

Date:

Crew No. _____

ESCORT CONTACT FORM

This form must be submitted with registration prior to the scheduled coaches meeting. All escort boats must have a contact that can come to assist in the event the vessel becomes disabled. Official boats will only assist the stranded crew and passengers. Officials are trained to assist as much as possible, however the safety of the crew and passengers will be the priority.

Escort Information

IDENTIFICATION

HIN: _____

Vessel Name: _____ Documentation/Registration No. _____

Length: _____ Type: _____ Hull & Trim Colors: _____ Other Features: _____

OPERATOR

Name: _____ Cell Phone: _____

Address: _____ Alt Phone: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Age: _____ Gender: _____ Notes: _____

EMERGENCY CONTACT

Name: _____ Cell Phone: _____

Address: _____ Alt Phone: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Age: _____ Gender: _____ Notes: _____

ALTERNATE

Name: _____ Cell Phone: _____

Address: _____ Alt Phone: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Age: _____ Gender: _____ Notes: _____