

9/24/2009



SAFETY AND STEERSPERSON MANUAL

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Safety First

Safety on the water is critically important as the risk of swamping may potentially be life threatening, especially in cold water. The Coast Guard requires everyone on a boat must have a PFD available in the boat. Club SAKE requires that every crew member wear a PFD while on a moving dragon boat. A qualified steersperson has the responsibility and authority to ensure that all water exercises be conducted in a safe manner. A steersperson must recognize his/her limitations and avoid putting the crew at unnecessary risk. IF WAVES ARE TOO HIGH DUE TO HIGH WINDS OR LIGHTNING IS LIKELY, DO NOT GO OUT OR, IF OUT, RETURN PROMPTLY IN AS SAFE A MANNER AS POSSIBLE. A steersperson must be ready for a medical emergency or a swamping.

Steersperson Required

Every dragon boat must have a certified steersperson on board to go out on the water. In order for a club member to become certified, he/she must first train under the supervision of a certified steersperson, review this safety manual, and pass a practical test on the water (**Appendix B**). All certified steerspersons will provide written proof of their successful exam to the club and then be listed along with other certified steerspeople for reference. As a steersperson, you have the responsibility and the authority to maintain the safety of the crew and the boat, allowing you to overrule the coach or caller to hold the boat to prevent a collision, to determine if you need to move to a safer area or even return to the dock, and/or to prevent from boarding or to remove a paddler who is under the influence of drugs or alcohol or exhibits disruptive behavior.

Rules of the Road

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These rules apply to **EVERY** vessel on the water. While all watercraft crew should know and use the rules of the road, **never assume** that all will. Many water accidents are caused by drunken motor boat drivers—always be on the defensive.

1. You are required to maintain a proper lookout at all times—regularly look to both sides and behind you. If there is any risk of collision with another boat or being capsized by their wake, **take all action necessary to avoid it**. Be prepared for sun glare—wear sunglasses and/or a brimmed hat when conditions warrant.
2. You should keep the boat to the right-hand side when moving in or out of a practice area such as a creek or a cove or when moving up or down any channel.
3. When passing a boat coming toward you, stay to the right-hand side. Indicate your course early so the other boat knows your intention.
4. When overtaking another boat, do not come too close to that boat or its wake.
5. Any boat approaching from the right-hand side has the right-of-way. Stay clear and yield to the other boat.
6. Give larger boats (just about everyone!) the right-of-way just to be safe.
7. Always check over your shoulder to see that your course is clear before you turn or change to a new course heading.
8. Taking the boat out after dark requires working running lights—sidelights of green on the right bow, red on the left bow, and a clear light at the stern.

Preparation of the Steersperson

The steersperson should wear proper clothes for the water and the weather. Shoes with good grip help maintain balance (crocs are better than flip-flops). Sunglasses (croakies are smart if one falls in the water) and/or a brimmed hat are helpful on sunny days and wool hat, gloves, coat, and pants on cold days. The steersperson must not be under the influence of alcohol or illicit drugs. For Club SAKE on Lake Washington, a steersperson must first train in a 6-16 before steering a BuK as the latter is harder to control in rough

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conditions and thus more susceptible to expensive damage from a collision with buoys, dock or rocks, etc. If a steersperson is nervous about maintaining balance when first starting to train, one trick that can help is to sit down on the center beam in the stern (if the boat's center beam extends that far) so that the focus can be entirely on learning how to steer the boat. Of course, one needs to learn to stand to steer for better visibility and command of the boat.

Safety Issues

Boat Type

The 6-16 has a keel, is wider and heavier by far, thus, is much more stable on the water, being practically impossible to flip over, though it can take on a lot of water over the gunnels if heavy waves hit from the side. The IDBF (e.g., BuK) type boats are much lighter and do not have a keel, thus, are at greater risk for capsizing—Club SAKE prohibits their use after dark on Lake Washington as a rescue of a capsized crew at night would be too dangerous and 6-16s are available and safer.

Crew Size

As few as 1-2 can move a boat a short distance, but a minimum of eight (8) paddlers are required for a practice. At the discretion of the steersperson and the captain considering the conditions of the wind, water, and crew strength and experience, more may be required. The 6-16 can hold a maximum of 22 paddlers plus caller and steersperson, the BuK type, 20 paddlers plus caller and steersperson. Err on the side of caution.

Give strong consideration to the practice area when going out with smaller crews to ensure that you are able to return to the dock, i.e., go out against the wind so that you can return with the wind if conditions deteriorate.

Minors

Each child guest under age 13 years must be accompanied by a dedicated adult supervisor, preferably one of their parents or legal guardians, and must wear a properly

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fitted PFD. No more than 4 child guests are allowed on a single boat at one time. If a minor (under age 18) is unable to swim, the steersperson **MUST** check that his/her PFD is fitted properly in case the non-swimmer falls in the water. All minors must have liability waivers signed by a parent or legal guardian.

Medical and Boat Safety

The steersperson should know of any significant medical conditions of all crew on board. Encourage crew to have wool hats available in cold water conditions (in case of capsize, wool stays warm when wet which will help prevent hypothermia). Carry a safety dry bag on each boat (see **Appendix A: Safety Bag & Marine Radio**). Be prepared to call for help—keep a whistle on your PFD and either a marine radio or a cell phone in a dry bag. The steersperson should know the number of crew on board and any non-swimmers among them. Insist on using the buddy system in case of emergency. Take an extra paddle in case the oarlock breaks while out on the water, requiring you to sit or kneel and steer with a paddle. Ensure at least 3 bailers are in a 6-16 and 4-6 in a BuK (with at least 2 attached with rope to benches in a BuK as although bailers float, they may float away in a capsize). Be prepared—review the section on **Capsizing/Swamping** and **Appendix C: Huli Drill** in this manual.

Do not assume that other boats see you. Learn about your practice area, know currents and potentially busy traffic areas. If you see a tug, assume a barge will be behind it and **STAY CLEAR**, never go between them. The wash from tugs can be very powerful. At night, the tug should display a vertical mast of lights to indicate it is pulling a barge. Stay CLEAR of anchored boats, they may have stern or anchor lines that may hurt you or your boat. Around dock areas, watch for boats moving in and out. Check for moving masts of sailboats. When coming around a corner with limited visibility, stay away from the corner and have the drummer/caller act as lookout for other boats. Give rowing crews a wide berth and respect their course lines. Periodically, scan 360 degrees to check for other boats and maintain a course that keeps you well clear of a collision course.

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Never rush when entering or leaving the docking area. Be prepared to stop quickly to avoid collision or going aground. Be courteous at all times.

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Commands

Communications need to be clear with the crew quiet. These are not requests but **COMMANDS**—use your drill sergeant voice loud and clear. Practice all calls and teach your team what you expect when you use them:

- **Bumpers in/out* - bring bumpers (fenders) in or out for docking or coming alongside another boat
- **Paddles up!* - paddles raised, ready to move into the first stroke together
- **Take it away NOW!* - start paddling, following the stroke's lead
- **Let it run!* - stop paddling, let the boat glide forward on its own momentum
- **Hold the boat!* - paddles down in the water, braced to stop the boat quickly
- **Hold the boat! HARD!* - paddles deep in the water, pushing backwards
- **Hold for drift!* – paddles parallel to the boat in the water to brace against wind or current
- **Brace the boat!* - paddles out flat and just below the water's surface to stabilize boat (used when crew members move in the boat or if a very big wave is about to hit)
- **Paddles back!* - paddles held out of the water prepared to back paddle
- **Back her down! or Back paddle! NOW!* - slowly paddle in reverse to back the boat up
- **Draw left! or Draw right!* - paddlers reach out sideways to pull towards and down under the side of the boat (if stopped, opposite side should lean out the other way for stability)
- **Back or Front Two, Three or Four rows only!* - use designated paddlers to move the boat a smaller distance or at a slower rate
- **Be Ready!; or Paddlers Are You Ready!; or Ready, Ready!* - everyone ready for the start, paddles buried deep for the first stroke

Other important terminology.

Port Left side of boat

Starboard Right side of boat

Bow Front of boat

Aft or Stern back of boat

Before Undocking

- All crew must sign a liability waiver before embarking. Minors (under age 18) must have the liability waiver signed by a parent or legal guardian.
- ensure every member of the crew is wearing a properly fitted PFD
- personally check the fitting of PFDs of any non-swimmer minor (under age 18)
- The steersperson will supervise the loading of the boat to ensure good weight distribution front to back and side to side. Too much weight in front will lift the steering oar too far out of the water, and too much weight in back may cause the front to be turned too easily by wind forces. However, it is acceptable for the boat to be slightly heavy towards the stern to allow better steering. Unlike the 6-16s, note that the 10th bench in some BuK types is very narrow (more narrow than the 1st bench), requiring paddlers with slim hips to sit in that last row.
- count the number of crew on the boat
- check for non-swimmers and instruct all to use a buddy system in case of emergency
- have a safety bag, an extra paddle, and adequate bailers on board with at least two in a BuK attached with a rope to a bench
- if going to be out while dark, check running lights before undocking—green on the right bow, red on the left bow, white at the stern
- check the steering oar to ensure it is properly secure in the oarlock

Stance

Some beginning steerspersons may find it easier to sit when first learning to steer. But for adequate visualization for docking and for races the steersperson should stand up. Stand in a comfortable position or with knees bent to brace for a racing start or to reduce wind resistance with a strong headwind. Feet should be shoulder width apart, usually with the right foot slightly ahead. In BuK type boats, there is a flat area to stand on. In a 6-16, the

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sides are slanted and there frequently is a 2x4 center beam (some find it helpful to wear soccer shin guards on the front of the right shin and the back of the left calf to protect against banging against the back of the bench and/or beam, especially in rough conditions). Hold the steering oar forward enough to gain adequate leverage for maneuvering (letting it slip too far back is a major reason for losing steering control). Hold the “T” handle with your right hand and lower down on the shaft with your left, until, if desired, you feel comfortable enough in calm conditions to hold the oar with only your left hand.

Undocking a Dragonboat

After following the steps above in **Before Undocking** determine that the crew is ready, then, call for quiet (“listen up”) and untie all moorage lines with the crew on the dock-side holding onto the dock. Check for other boats nearby and give way as appropriate. Have the crew push the boat away from the dock so both sides can place paddles in the water.

Call for the bumpers (fenders) in and prepare to paddle forward, back or sideways as appropriate. If there is a Dock Master, follow THEIR instructions both going out and returning. Take your time and be predictable to other boats, giving small boats the clearance they need. Once the practice area is reached, turn control of the boat to the caller/drummer, “caller has the boat.”

Steering a Dragonboat in Practice Sessions

After leaving the dock, the steersperson will ascertain the best area to practice—avoiding wakes from motorboats as much as possible. Stay closer to shore for potentially stormy conditions. Consider the wind and water conditions, e.g., go to calmer waters to practice or go out against the wind so that if the wind increases, you can return with the wind helping to push you back.

Forward Paddling

Going Straight

In cooperation with the caller, work with the crew to maintain a good rhythm and coordinated timing. If you call a cadence, e.g., a starting sequence or a “*power 20*,” time your calls to match the strokes of your crew’s lead. Lift the steering oar out of the water when possible (steering slows the boat), but make necessary adjustments to maintain your course. To go straight, start with the oar straight back with the T handle straight up and down. When the boat starts to turn off course just a foot or so, make a minor correction by tilting the oar (twisting the handle about 45 degrees to slant it) and if needed, push out from you or pull back towards you a few inches to make it turn back to straight. See the section titled, “Making a Turn.” Once you start to turn, the boat will tend to continue to turn in that direction, so, stop the turning maneuver early enough to allow the boat to drift back to the desired course before you go too far in the other direction. A common beginner’s mistake is to over-steer, moving in a snake-like manner down the course. While practicing, learn that the steering oar and boat react differently at different speeds (slow, little reaction; fast, a quick reaction requiring a lighter touch). Practice adjusting the depth and angle of the steering oar to determine its effect on steering (and compare pushing or pulling the oar versus rotating the oar to a slanted position to steer). Another common beginner’s mistake is to watch the oar too much (similar to a beginner paddler watching his paddle instead of the lead). Try to make yourself look ahead, i.e., down the course, while **feeling** the position of the oar. Practice steering close to another dragon boat, choosing a landmark on shore for the course. Until more experience, try to leave a minimum of 3 meters between boats. Put safety first—do not hesitate to command “*Let it run*” or “*Hold the boat!*” in order to avoid a collision. Ignore calls on other boats. Your focus is and should remain on your boat’s course and for other boat traffic or weather conditions that require changing course.

Making a Turn

To make a small adjustment to turn while moving, slant the handle about 45 degrees, the top towards you to turn right, away from you to turn left. To make a bigger turn, pull the handle towards you to turn the boat to the left or push the handle out from you to turn the boat to the right. (Practice it so you don't have to think about it—like driving a car.) Try to feel the oar's position while looking down the course so that you avoid turning the boat too far. To turn faster while the boat is moving, have the front 3-4 benches on one side do 45 degree draw strokes, e.g., in barrel racing.

To turn while the boat is stopped, spoon the oar several quick strokes towards you or away from you to rotate the boat. Quicker yet is to have the paddlers help by having the first 3-4 front benches on the side you want to turn towards do 90 degree draw strokes (pushing the water deep UNDER the boat) and the back 3-4 benches on the opposite side do 90 degree draw strokes, or, do a pivot maneuver by having one entire side paddle forwards and the other side paddle backwards simultaneously. Either way, help the timing by calling out the stroke numbers because while doing the draw strokes the paddlers are unable to look at each other to keep time and in the pivot, back paddling is slower than forward paddling so you have to slow down the paddling rate. The pivot is especially useful to turn in a small space such as returning to the North Dock at Leschi.

Handling Waves and Wind

The best course of action is to maintain vigilance to avoid other boats and their wakes. When unavoidable, small waves are best handled at no less than a 45 degree angle. Going straight on at the waves will help prevent the boat from being pushed sideways on the slough-off as the wave crests and the boat drops into the trough between the waves. Being pushed sideways so that oncoming waves crest over the freeboard is a scary situation. Speed helps maintain boat stability, so call for paddlers to “*Paddle through it!*” If the wave is very large, it is best to have both the caller and the steersperson sit down or kneel, while paddlers “*brace the boat.*” Having personal experience with a wave from the

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side capsizing a BuK while paddling in a race, the problem was the shifting of the paddlers in the boat from one side to the other (center beams in the 6-16 prevent that). Instead of bracing by putting the paddles out, I recommend the paddlers hold tightly to the gunnels and shift their hips to the middle of the seats. If water does come aboard, have the paddlers in the midships bail, while bow and stern paddlers continue to paddle. In windy conditions, whenever possible, head either directly into or away from the wind. Some experienced steerspersons lash down the steering oar in the oarlock, e.g., using a thin bungee cord, allowing it to move sideways but giving a little more stability to the standing steersperson. Sitting down or kneeling to steer in very rough conditions can be helpful.

If the wind increases considerably while you are out, making it impossible to return to the regular dock, turn the boat to go with the wind and head for the closest dock or even shore if necessary.

Back Paddling

Change your stance—turn your left foot out at an angle instead of straight ahead so you can turn partially backwards more easily. Be especially cautious to avoid the steering oar dipping too deep, as it may cause you to lose control of the boat and possibly even break the oarlock if the oar catches on a rock or the bottom. Go slow! Keep the oar out of the water as much as possible, but, if turning is needed, use shallow, short, spooning strokes. If you have to paddle backwards a longer distance, face backward, but regularly check the bow to avoid collision or grounding and warn the crew if the boat will come close to an obstacle on either side. Do not hesitate to call for “*Hold the boat,*” if the oar is pushed too deep, or, to avoid running aground or a collision.

Switching Positions of Crew in the Boat

The boat is actually more stable while under way, so if the crew is agile, members can switch one bench at a time starting from the front. For crew who are uncomfortable to change positions while the boat is moving, bring the boat to a complete halt. Command

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the paddlers to brace the boat, then, switch one bench at a time. For solo paddlers without bench mates, they can all change simultaneously, first moving together to the center, then to the other side (the steersperson can help by doing a 1-2-3 count). If stopped for switching, remind the paddlers to brace again after switching their bench until all position changes are finished.

Steering in a Race

View the race course in advance to have a good understanding of the start and finish lines and the course. Know which lane you will use and coordinate with the caller if you will call for any “powers” or “finish.” Follow the instructions of the dock master for leaving and entering the dock area. When possible, practice a race start on the way to the start line. Follow the instructions of the starter to approach the start line. Ensure that you can see the finish line and pick some landmark above it to aim towards. If you have a hazard at the start such as being too close to another boat or to a buoy or other obstruction, either perform one or two draw strokes to the side, or if you need to move further away, wave your hand to notify the starter, and have the crew back paddle, then realign the boat and move back up to the start. Since the start is so important in a race, do not hesitate to obtain a good position for your boat on the course. After directing the boats to the start line, the starter will usually use the commands, “*We have alignment,*” then, “*Paddlers are you ready?*” and then “*Attention please*” and then *a horn blast* but you must be ready for the start horn even if not all the commands are given.

Try to make as small steering adjustments as necessary to maintain a straight course during the race. Lift the oar out of the water when possible. Twist the oar slightly to fine tune the steering rather than pushing or pulling hard on the oar.

It sounds strange, but steerspeople can get lost on a race course. Pick out that landmark to aim for in advance and stick to it. LISTEN to the race marshal during the race as he/she may be giving you instructions to move in a different direction to stay on course or to

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avoid a collision. One other serious problem is if another team in the next lane is much faster than your team leaving a strong wake behind them that may push you very hard off course. If you see that you are at risk for colliding or for moving off course, do not hesitate to call “*let it run!*” to make steering corrections. Do a restart at whatever position you find yourself in if you have had to slow down or have moved out of your lane. Do not quit as you must cross the finish line to avoid being disqualified. Be prepared to stop the boat quickly after crossing the finish line as sometimes it can be very close to obstacles. If using a BuK, be especially careful about turning at fast speed at the finish as that is probably the most common mistake that leads to capsizing.

Docking

TAKE YOUR TIME. DO NOT RUSH. Check if the wind will be blowing you into or away from the dock. If toward the dock, be prepared to hold the boat and have the paddlers keep paddles in the water to create drag and slow the boat down for more control. If there is a line of boats coming in, “hold the boat” and wait in line for a spot on the dock. If there is a dock master on duty, watch for hand signals directing your boat. Take a good line into the dock, slowing the boat so people know your intentions and using just the front 3 rows or back 3 rows for slow progress. Upon approaching the dock, have crew put “*bumpers out*” and ready the dock lines. If parallel and away from the dock, have the right or left side draw to bring the boat in while the opposite side leans out to stabilize the boat. Remind paddlers to keep hands and paddles in the boat so they are not pinched or injured. Lift the steering oar out of the water. Unless another crew is immediately boarding, lash the oar down so that waves don’t take the oar away while docked (this has happened at Leschi). Tie the boat securely to the dock or another boat, then unload the crew.

Rescuing a Swimmer

If someone (or an object) has fallen out of the boat, maneuver alongside them midships. If you have to move sideways, it is much faster to back the boat up first to get behind the swimmer (or object), then turn as you move forward, than to turn long distances with draw strokes. If the swimmer has difficulty getting into the boat on his/her own, try one of three methods depending on the situation. 1) If the swimmer is conscious and strong enough to partially lift himself/herself back into the boat, first have the crew on the opposite side of the boat to the swimmer scoot sideways towards the middle causing the gunnel on the swimmer's side to be closer to the water. On a count of 1-2-3, the paddlers on the opposite side move back to their original positions against the gunnel while the swimmer pulls himself/herself up and into an empty bench in the boat. 2) If the swimmer is conscious but still unable to get in on his/her own, have a crew member alone in a bench grab the swimmer firmly under the armpits and warn him/her of the following maneuver. First push down on the swimmer, then using the momentum of being pushed up by the water, pull him/her into the boat. 3) If the swimmer is unconscious, have one crew member alone in one bench turn the swimmer's back to the boat, kneel down and grab the swimmer under the armpits and then pull him/her up and over the side, falling backwards into the boat with the swimmer.

Capsizing/Swamping

A 6-16 cannot be capsized, but can be swamped with water from large waves. A BuK can be flipped over, so be extra cautious in it. Avoidance is always the best approach. Be careful that the boat is not overloaded and is properly balanced and bailed. Stay away from waves when possible, but handle them correctly when unavoidable (see **Handling Waves and Wind** above). Avoid excessive speed when turning, especially at the end of a race using BuKs. Follow procedure appropriate for the conditions when changing positions in the boat.

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If the boat does capsize, hypothermia can develop within a few minutes in cold water so act promptly. Unconsciousness from hypothermia may occur in 30-60 minutes in 40-50 degree and in 1-2 hours in 50-60 degree water. First have the crew swim to touch the boat and count the crew and ensure no one is trapped under the boat, non-swimmers are safe, and no one has any medical problem. Remind everyone that the boat will not sink and in most cases, the best policy is to **STAY WITH THE BOAT!**

However, if capsize or swamping is next to a dock or shore and in water so cold that hypothermia is a serious risk, determine a meeting place before leaving the boat, use the buddy system in route, and recount the crew at the site on land. Recheck carefully for any injuries or medical problems on shore.

You will not be able to manually bail out a fully swamped 6-16 dragon boat as the freeboard is too low and more water will continue to flow over the side. While awaiting rescue, put non-swimmers inside the boat so they can sit. If not adjacent to a dock or shore, ask another boat nearby for help and/or use a marine radio or get a working cell phone out of a dry bag to call 911 for the police/fire boat which can mechanically pump out the boat.

If a BuK capsizes (see **Appendix C: Huli Drill**), it probably will be upside down, so, after counting off, get swimmers on one side to push up on that side of the boat to get it right side up. Have the lightest one or two crew members climb in and start bailing while the rest of the crew holds on to the gunnels to steady the boat. Have additional crew climb in one or two (e.g., on opposite sides) at a time to bail until the boat is drained. If the police or fire boat arrives, first rescue all injured crew or any who might be at risk of hypothermia, then go back to bailing the boat. Again, determine a meeting place, recount the crew, check for medical problems and avoid hypothermia. Unconsciousness can develop within 30 minutes in 40-50 degree water and you have to consider the time required to paddle back to shore with a wet crew. Later meet with the club's steersperson in charge to review the incident and develop a plan of action to avoid future problems.

State/Province Boating Safety Courses

Additional safety information can be obtained from federal and state sources. For example, the online site, Boat-Ed is the official provider of print, video, and online boating safety courses for 49 states in the USA. Washington State's link is: <http://www.boat-ed.com/wa/index.htm>. The course can be taken for free and, if desired, once you have passed the exam, there is a small fee to obtain a lifetime Boater Education Card.

APPENDIX A: CONTENTS OF SAFETY BAG & MARINE RADIO

Devices to call for help: marine radio or cell phone (may be in other dry bag)

Flare - if out after dark

(whistle is best located on the PFD of the steersperson or caller)

First Aid: bandaids, gauze and Ace wrap

wool hat and reflective blanket for hypothermia

MARINE RADIO OPERATION: Recharge battery 1st week of every quarter

- 1) Turn on by pressing and holding the orange **POWER** button (with a timer symbol on it) for two seconds.
- 2) To transmit an emergency distress signal, press the [16/9] key to transmit over channel 16. Then press the **PTT** button (push to talk) switch on the left side and say *“Mayday, Mayday, Mayday. This is _____ crew in a dragonboat canoe on Lake Washington at (give latitude/longitude)”* and explain the emergency. **End the message by saying “OVER”. Release the PTT button to listen. Repeat until there is an answer.**
- 3) To transmit a message to another vessel, check channels 68 or 69 to see if one is clear. *Change to channel 9 or 16 and while pressing the PTT button, say “Calling boat _____. This is _____.”* Then release the PTT button to listen. When the skipper returns your call, press the PTT button again and say *“Go to 68 (or 69 whichever is clear).OVER.”* When transmission is finished, say *“OUT.”*
- 4) To receive a message after turning the radio on, change channels if needed (68 for ship to ship or 69 for pleasure craft) and adjust the volume [**VOL** then **UP** or **DOWN KEY**].

Return this Form to Equipment Manager

Checklist revised 3/15/09

Applicant: _____ Home phone _____ Mobile _____

Steersperson (from different team) examining applicant: _____

Date: _____

Dragon Boat Steersperson Accreditation Checklist	Pass	Fail
1. Demonstrate Knowledge of Theory		
A. Review steersperson's responsibilities		
B. Review boating safety and rules of the road, contents of safety bag, extra paddle, bailers		
C. Paddler safety—PFDs, non-swimmer check, buddy system		
D. Balancing a dragon Boat—with even and odd paddlers (front/back and Rt/Lt), minimum and maximum numbers of paddlers; difference of BuKs and 6-16s		
E. Preventing capsize—avoiding and handling waves, bracing, bailing water; Procedures in case of capsize—paddler count, non-swimmer check, turn boat right side up, rescue boat vs swim to shore, preventing and treating hypothermia		
F. Recovering a man overboard—dunk and lift		
2. Demonstrate Proficiency		
A. Pulling away from Leschi Moorage		
i. Lifejacket and non-swimmer check, number count		
ii. Check safety dry bag, bailers, extra paddle, lights for night paddling		
iii. Call for bumpers in		
iv. Check balance of boat—front/back, Rt/Lt		
v. Use crisp commands and demonstrate firm control		
vi. Safely steer boat to open water		
B. Figure 8 maneuver—around two buoys if available (e.g., during warmup)		
C. Normal Stop – stop boat after letting it run (e.g., during 1 st rest break)		
D. Turn 90 degrees left while stopped – paddlers idle, steersperson only		
E. Turn 90 degrees right while stopped – paddlers idle, steersperson only		
F. Square maneuver – 10 strokes forward, draw right 10, 10 back, draw left 10		
G. Quick pivot – Paddlers paddling forward and backwards on opposite sides		
H. Race start, power 30, full stop—steer towards predetermined landmark		
I. Dock to foreign dock—e.g., unfamiliar part of Leschi or swimming dock		
J. Turn around to retrieve overboard object (such as paddle)		
K. Full control of boat in 15 knot winds and large waves (can be deferred)		
L. Demonstrate mastery of paddler commands		
M. Demonstrate good balance – stand on feet at all times		
N. Dock at North or South Leschi		
i. Show technical competence in entering the moorage area		
ii. Call for bumpers out		
iii. Dock and unload the boat properly		
3. Demonstrate Proper Use of Boat Lines		
A. Tie steering oar to boat and boat securely to dock (two half hitches, clove hitch)		
B. Towing (bowline)		

After passing this exam, steersperson is fully certified. However, steerspeople are expected to continue to practice to improve their skill and ALWAYS PUT SAFETY FIRST. Do not attempt to steer in conditions beyond your skill level—always respect the power of the water.

SAFETY AND STEERSPERSON MANUAL

APPENDIX C: HULI DRILL

Notify crew in advance so that they bring a towel and a change of clothes to have on shore. Also, inform the Harbor Police so that they will not attempt a rescue. Since unconsciousness can develop within 1-2 hours in 50-60 degree water, consider that not only will it take 10-15 minutes to bail out the boat and get all crew back on board, but then the wet crew has to paddle back to the dock. Consider recommending crew have wool hats available in cooler weather.

Before going out, review the procedure including the techniques to re-enter the boat as described below. Remind crew not to take any valuables. Bailers will float, but may float away if not tied to a bench. Choose an isolated area close to shore and away from boat traffic, but in water deep enough so that the crew is not able to stand on the bottom.

Encourage the crew to leap out and away from the boat during the capsize maneuver in order to avoid head injuries from the top-side gunnel as it flips.

First, ask all crew to swim to the boat and while touching the side, do a head count to make sure all are present. Check for any injuries or medical emergencies and call for help if serious. Next, have one or two lightweight persons get in to start bailing.

As the boat is drained, add more crew to continue bailing.

Re-entry maneuvers:

- 1) Pull yourself over the side with your arms while floating stretched out in the water at a 90 degree angle to the side of the boat.
- 2) Roll over the side while floating alongside the boat, flipping an arm, shoulder and leg over the gunnel.
- 3) Insert your foot into a rope ladder to get over the end or the side.
- 4) Use another swimmer who holds onto to the gunnel with one hand while holding the other hand towards the crew being rescued down and out with palm up to be used as a foot lift.
- 5) Use two swimmers on one side with outside arms used to hold onto the gunnels while they hold a paddle between them to be used as a stepping ladder for a crew member incapable of pulling themselves over the side.
- 6) A lift performed by another crew already inside the boat by grabbing the armpits of a swimmer facing away from the boat and pulling him/her into the boat.

Have crew dry off, then paddle back to shore quickly in cold weather to avoid risk of hypothermia. Review the procedure back on shore to determine if improvement is possible.