



ACCREDITATION STANDARDS - May 1, 2017

Boating Standards

Accredited Camp Mandatory Standard Numbers: 5.69 to 5.961



CANSPEI Camp Canoe Instructor Course, YMCA Big Cove Camp, June 2014

These CANSPEI Accredited Camp Boating Standards have been updated and written by Derek Mitchell, the Association's Camp Canoe-Kayak Instructor Course Manager and Executive Director and have been approved by the Association's Board of Directors. He and the Association would be pleased to hear your Camps comments resulting from your experience with these updated Standards this coming summer. If you have any questions regarding these Standards please feel free to email Derek anytime at derekmitchell@venturepartner.ca.





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The following pages outlines all MANDATORY Boating Standards which MUST be complied with by all CANSPEI Accredited Camps. Explanatory notes and definitions as well as further knowledge resources are provided at the end of the Standards.

Group boating is considered a [Guided Excursion](#) by Transport Canada and as such CANSPEI Accredited Camps must comply with all Transport Canada *Guided Excursion Boating Regulations*. All of these [Guided Excursion Regulations](#) are incorporated in these CANSPEI Boating Standards. An overview of The Canada Shipping Act (CSA), 2001 and Transport Canada's Safety Regulations is provided in the Notes and Commentary Section [1](#)

CANSPEI MANDATORY Boating Standards apply only for Low Wind/Low Wave/Slow Moving Water [2](#) conditions for an Accredited Camp's Boating program. If a CANSPEI Accredited Camp conducts group boating in more extreme water and/or wind conditions, those camps MUST obtain additional skills training for their staff and ensure all participants' age, prior boating experience and their physical and mental stamina levels are properly assessed and can fully meet the challenges of that level of more extreme boating. (See Standard 5.74)

Optional additional Recommend safe boating practices are also provided for Accredited Camps to consider in their Boating Programs.

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#	MANDATORY Boating Standard Description
Certification Standards for Boating Activities	
5.69	<p>All human powered group boating activities must be supervised and lead by a fully Qualified Instructor (QI) who is defined as a person on the Camp's staff who holds, <u>at a minimum</u>, the following <u>Instructor Certification</u> levels for the following human boating activities:</p> <ul style="list-style-type: none"> • Canoeing Required QI Certification: <ol style="list-style-type: none"> 1. The CANSPEI Camp Canoe Instructor Certification, OR 2. The Paddle Canada (PC) Waterfront Instructor Certification and supplemental training in CANSPEI Boating Standards, hazards assessment and safety practices, OR 3. The Ontario Recreational Canoeing Kayaking Association (ORCKA) Camp Canoeing Instructor Certification and supplemental training in CANSPEI Boating Standards, hazards assessment and safety practices. • Kayaking Required QI Certification: <ol style="list-style-type: none"> 1. The CANSPEI Camp Kayak Instructor Certification, OR 2. The PC Community Kayak Instructor I Lake Certification or the PC Waterfront Kayak Instructor Certification (for sea kayaking) and supplemental training in CANSPEI Boating Standards, hazards assessment and safety practices. OR 3. The ORCKA Camp Kayaking Instructor and supplemental training in CANSPEI Boating Standards, hazards assessment and safety practices. • SUP Required QI Certification: <ol style="list-style-type: none"> 1. The Paddle Canada Basic SUP Instructor - Trainer Certification and supplemental training in CANSPEI Boating Standards, hazards assessment and safety practices.





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#	MANDATORY Boating Standard Description
5.70	For <u>all motorized boating activities</u> a Qualified Person (QP) operating the boat must have the applicable and valid operating licence as required by the Canada Shipping Act (CSA), 2001 and Transport Canada Regulation ¹ and add-on training in CANSPEI Boating Standards, hazards assessment and safety practices.

Standards for ALL Boating Activities	
5.71	All boating activities must have a designated Leader . If the boating trip includes more than one Qualified Instructor/Person , then the one with the more boating and leadership experience and stronger competences must be designated the Leader of the boating group. Wherever the term “ Qualified Instructor (QI) ” or Qualified Person (QP) is used anywhere in these Standards, Notes and Comments, the term will also be understood to mean Qualified Instructor/Person AND Trip Leader .
5.72	All boating activities and vessels MUST comply with Canada Shipping Act (CSA), 2001, and MUST comply with pertinent regulation AND with Transport Canada’s Safety Regulations ¹ .
5.73	All these Mandatory Boating Standards apply ONLY for <u>Low Wind/Low Wave/Slow Moving Water ²</u> boating conditions. Camps MUST ensure all boating activities be conducted ONLY in <u>Low Wind/Low Wave/Slow Moving Water ²</u> conditions.



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#	MANDATORY Boating Standard Description
5.74	<p>If a CANSPEI Accredited Camp conducts group boating in more extreme water and/or wind conditions, those Camps MUST obtain additional appropriate skills training for their staff from either Paddle Canada or ORCKA. Furthermore, the Camp must have the Paddle Canada or ORCKA Instructor-Trainer(s) provide the Camp additional written boating safety and operating Standards and procedures to address and manage the hazards associated with the more extreme boating conditions. These additional boating Standards will also include the recommend supervision ratios for Standards 5.941 and 5.942 to address the challenges of the more extreme boating conditions. The Camp Director and the Qualified Instructor/Person must also ensure all participants' age, prior boating experience and their physical and mental stamina levels are properly assessed and can fully meet the challenges of the level of the more extreme boating.</p>
5.75	<p>At least one of the guided boating group's camp staff / leadership team must be certified at the following minimum levels:</p> <ul style="list-style-type: none"> • For Waterfront area boating: Standard First Aid+CPR(C) • For Out-trips more than 30 minutes ³ from the Waterfront: Wilderness Remote First Aid (WRFA)
5.76	<p>The Qualified Instructor/Person must review the Camp's camper registration and medical background forms of all boating group participants to ensure that all campers are physically and emotionally able and prepared for the intended boating trip <u>as well as</u> all participants have the necessary boating skills and prior experience necessary for the trip challenge level. The CANSPEI Camper Basic Canoe Skills Level 1-4 skills achievement grading system is a good tool to teach and assess camper's boating skills and to provide incentive and reward for campers to develop their boating skills while at Camp.</p>



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#	MANDATORY Boating Standard Description
5.77	The Qualified Instructor/Person must complete a weather report & forecast check as well as safety checks of the general boating area and all boating, communications and emergency equipment prior to use. Boating should only be conducted when the current weather and the forecast is for low winds and free of perception and/or fog and there is no forecast for lightening . Also please see Recommended Practice 5.16 .
5.78	The Qualified Instructor/Person (QIP) must be familiar with the intended boating route, usually by prior boating experience on the intended route. For Out-trip boating, the QIP must, at a minimum, conduct a detailed and thorough map / chart recce of the intended route.
5.79	The Qualified Instructor/Person must conduct a Risk & Hazard Assessment of the intended boating route to identify potential hazards (such as equipment failure, weather, tides, currents, shoals, shipping lanes, human fatigue, camper age and skill level, boat capsizing, in-water rescues, sickness, accidents, etc).
5.80	After completing the Risk & Hazard Assessment the Qualified Instructor/Person must prepare an Emergency Plan to deal with the potential hazards and conduct any necessary Emergency Practice Drills with camp staff and campers.
5.81	The Qualified Instructor/Person must provide the boating group's Trip Plan 4 , to the Camp or Waterfront Director <u>before departure</u> , for all boating beyond 5 minutes from the camp's immediate waterfront area. To be with-in "the immediate waterfront area" boats must be within audible hailing distance of a Camp staff person who must be positioned on the waterfront.
5.82	The Qualified Instructor/Person must ensure a watertight First Aid Kit 5 accompanies all boating activities for all boating beyond 5 minutes from the camp's immediate waterfront area. When boating in the camp's immediate waterfront area, if the First Aid Kit is not accompanying the boats, the First Aid Kit should be positioned and readily available at the waterfront.





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#	MANDATORY Boating Standard Description
5.83	The Qualified Instructor/Person must complete the required CANSPEI Safety Briefing ⁶ for all staff and campers participants in the boating group <u>prior to departure</u> .
5.84	For all boating activities a Rescue Boat must be available at all times and in comms at all times with the boating group . In the case of human powered boating, this will typically be the boats of the QI and/or the Senior Leadership Team, who are trained in capsized boat in-water rescue procedures and drills. The Rescue Boat must be capable of reaching the boater group participants who require assistance in under 5 minutes .
5.85	The Qualified Instructor/Person must complete a PFD / Lifejacket Inspection for all staff and campers participants in the boating group <u>prior to departure</u> , to ensure that all PFD's and Lifejackets to be used on the guided boating trip are in proper working order and without defect for all straps, buckles, zippers and there are no rips or tears and they are all dry.
5.86	The Qualified Instructor/Person must complete the CANSPEI PFD / Lifejacket Proper Fit Test ⁷ for all staff and campers participants in the boating group <u>prior to departure</u> .
5.87	The Qualified Instructor/Person will ensure all PFD's and Lifejackets are inspected & hung to dry after use.
5.88	For all boating activities, those watercraft must be banned from areas where there are swimmers.
5.89	For all boating activities, where the boat is UNDER 6 meters in length , the Qualified Instructor/Person will ensure all boats carry the required equipment in compliance with the Small Vessel regulations. ⁸ For boats GREATER THAN 6 meters in length , consult and comply with the Canada Shipping Act (CSA), 2001 - Small Vessel Regulations (SOR/2010-91) the for required safety equipment.



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#	MANDATORY Boating Standard Description
5.90	For all boating activities the Qualified Instructor/Person (QIP) will ensure all campers and staff have applied sun screen protection , have their hat and any other necessary clothing, such as jackets, as weather conditions require. On bright sunny days sunglasses are highly recommended. For all boating activities more than 5 minutes away from the immediate waterfront area the QIP will ensure all campers and staff have their filled personal water bottle and have a snack and/or a meal .
5.91	For all boating activities away from the immediate waterfront area , the Qualified Instructor/Person will avoid boating in areas of heavy motorized boating traffic and avoid shipping lanes and channels .
5.92	For all boating activities the Qualified Instructor/Person will ensure a Boating Activity Log/Report 9 is completed, at the end of the boating activity, which includes the following: the date and times, a list 10 of staff and campers who participated , a general overview of how the activity went, indication of accidents or incidents or close calls that occurred, and weather conditions. The Activity Log/Report must also include a check-out record for any of the boating group participants that leave the group early. The Qualified Instructor/Person must sign the log and pass it over to the Camp Director at the end of the boating activity.
5.93	For all boating activities beyond 5 minutes from the camp's immediate waterfront area or out of line of sight or out of voice range contact, the Qualified Instructor/Person <u>at a minimum</u> , and ideally all the Camp staff key leadership team 11 on the boating activity, must have cellular phone or VHF communications at all times with the camp's logistical, safety, and emergency staff and support services as well as comms with-in the boating group key leadership team 11 .
5.94	For all boating activities in coastal waters where there are Aids to Navigation, the Qualified Instructor/Person must be familiar with the Canadian Buoys, Lights and Aids to Navigation .





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#	MANDATORY Boating Standard Description
5.941	The Qualified Instructor/Person will ensure all boating activities must take place ONLY between one hour after sunrise and one hour before sunset.

Standards for HUMAN POWERED Boating Activities	
5.942	<p>For all human powered boating activities the following maximum <u>boat to Qualified Instructor (QI) supervision ratios</u> must be maintained:</p> <ul style="list-style-type: none"> ● For Waterfront area canoe, kayak and SUP boating : 1 QI : 8 <u>boats</u> ● For Out-trips more than 30 minutes ³ from the Waterfront: 1QI : 6 <u>boats</u> <p>Additional Qualified Instructors should be present with the boating group where a risk assessment for weather conditions, skill level and previous experience and age of the campers deems this necessary.</p>
5.943	<p>For all human powered boating activities, <u>in addition to complying with the above boat to QI supervision ratios</u>, the following maximum <u>boating participant to staff ratios</u> of accompanying Camp Staff must also be maintained:</p> <ul style="list-style-type: none"> ● For Waterfront area canoe, kayak and SUP boating : 1 camp staff : 6 <u>campers</u> ● For Out-trips more than 30 minutes ³ from the Waterfront: 1 camp staff: 4 <u>campers</u> <p>Additional Camp Staff should be present based on a risk assessment for weather conditions, skill level and previous experience and age of the campers.</p>





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#	MANDATORY Boating Standard Description
5.944	All human powered boating activities should ideally be conducted within a 5-10 minute boating distance to closest shore line . This is a dynamic boundary and depends on the boating group's headwind to the closest shore and the age, strength, fatigue levels and experience of the boating group. Move the boating group closer to the shore to manage these risk factors. ¹² The maximum boating time distance to the closest shore line should be no more than 15 minutes and only then for a limited amount of time, such as when it is necessary in crossing a body of water from one shore line to the other shore line.
5.945	For all human powered boating activities <u>under 30 minutes from the camp's waterfront</u> the Qualified Instructor must ensure all camp staff and camper participants in the guided boating group have completed a wet-exit <u>prior to any departure from the camp's immediate waterfront area.</u>
5.946	For all human powered boating Out-trips ³ the Qualified Instructor must ensure all camp staff and camper participants in the guided boating group have completed an emergency wet-exit and in-water boat recovery drill practice <u>prior to any departure from the camp's immediate waterfront area.</u>
5.947	Human powered Night Boating may only be conducted by those CANSPEI Accredited Camps whose Qualified Instructor has received and passed the supplemental training in the CANSPEI Nigh Canoeing-Kayaking Boating Standards and who are also authorized by the CANSPEI Canoe-Kayak Instructor Course Instructor-Trainers and the CANSPEI Board of Directors to do such night boating. Those Camps must also follow the CANSPEI Nigh Canoeing-Kayaking Boating Standards at all times during night boating. The Board of Directors of the Accredited Camp must also review the Night Boating Standards and approve and authorize their Camp Director and their Camp Qualified Instructor to be allowed to conduct such night boating at their Camp.
5.948	The Qualified Instructor will ensure that all kayaking MUST BE WITHOUT THE APRON so as to facilitate the boater's wet-exist from the kayak in the event of a capsizing. This eliminates the need for teaching the emergency removal of the apron when the boater is suspended upside down in the water.



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#	MANDATORY Boating Standard Description
5.949	The Qualified Instructor will ensure that all canoes must have a minimum of 178mm (7") of freeboard when underway so as to ensure all the boats of boating group participants are not overloaded in passengers or cargo.
5.950	If the water temperature is less than 15°C , the Qualified Instructor will ensure that equipment is immediately available or that procedures are established to protect the participants from the effects of hypothermia or cold shock resulting from swamping, capsizing or falling overboard.
5.951	The Qualified Instructor will ensure that any equipment or material that is carried on board in each boat of the boating group, that is not being used while paddling, is secured in place when the boat is moving.

Standards for All MOTORIZED Boating Activities	
5.952	The Qualified Person will ensure that the number of passengers in the boat does not exceed the boat's stated passenger limit.
5.953	For all motorized boating activities the Qualified Person will ensure each passenger in a watercraft or on a towed flotation device, such as water-skiing, tubing, kneeboarding and wake-boarding, must wear at all times a government approved and properly fitted PFD or Lifejacket.
5.954	All motorized boating or boating involving towed flotation devices , such as water-skiing or water-tubing, are supervised and operated by a person fully trained in towing operations who is also a Qualified Person as outlined in Note 1 .



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#	MANDATORY Boating Standard Description
5.955	For all motorized boating activities each person being towed the Qualified Person will ensure the Camp Lifeguard has tested the participant for swimming ability before program participation.
5.956	In the event of the need for a water rescue, the Qualified Person must be trained in water rescue procedures.
5.957	The Qualified Person operating the motor boat will ensure the motor is turned off when retrieving any person from the water?
5.958	The Qualified Person operating the motor boat will ensure that a boat re-boarding device is available on the board if vertical height to be climbed is more than 0.5 metres .
5.959	For water-skiing, tubing, kneeboarding and wake-boarding the Qualified Person will ensure that there is at least one person onboard the motorized boat who has been trained and who is responsible for spotting at all times.
5.960	For towed flotation devices such as water-skiing, tubing, kneeboarding and wake-boarding the Qualified Person will ensure that there is seating available on the towing vessel for each person being towed in the event that a recovery of that person is necessary.
5.961	When towing activities are taking place, the Camp Director will ensure that all drivers and spotters participating in the activity are trained in the safe operation of the towing boat.





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The following additional Recommended Best Boating Practices are highly recommended by the CANSPEI.

#	Additional Recommended Practices
5.15	<p>In addition to the Paddle Canada and ORCKA Waterfront Certifications, it is highly recommend that the Qualified Instructors (QI's) of those Camps that have either of these 2 certifications also take the Outdoor Council of Canada - OCC Paddle Leadership Certification course, which focuses on the supervision skills needed for group boating. In the case of the QI's that have the CANSPEI Camp Canoe-Kayak Instructor course certification, this added training is not necessary, as that the CANSPEI course already includes teaching in these supervision and safety management skills for group boating.</p>
5.16	<p>On a day trip beyond the immediate waterfront area, in addition to doing a weather forecast check prior to boating, it is highly recommended that, the Qualified Instructor/Person (QIP) also regularly check (at least 2-3 times over the course of the day) for weather updates. If the QIP has cellular service they should check not only for updated forecasts but also the Environment Canada weather radar for Halifax which covers all of NS and PEI. Weather conditions can change rapidly and unexpected severe weather cells can materialized later in a day, where there was no prior forecast of such. If the QIP does not have cellular service, they should use their VHF radio and have the Camp Director or Waterfront Director provide them regularly updated weather forecasts over the course of the day.</p>
5.17	<p>For all boating activities away from the Camp's immediate waterfront area, it is highly recommended that the Camp establish pre-set RV / Rally points to facilitate linking up with for emergency services and/or for re-supply. An example of how this is used at one of our CANSPEI Accredited Camps for their boating program is reviewed at the CANSPEI Camp Canoe-Kayaking Instructor Course 13.</p>
5.171	<p>Boating participants who are unable to swim or who are more nervous should be assigned to the boats of the camp staff.</p>





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#	Additional Recommended Practices
5.172	All human powered boating participants should wear wetsuits during cold water conditions.
5.173	All PFD's are made with high visibility colours (red/orange/yellow) .





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1. Overview of The Canada Shipping Act (CSA), 2001 and Transport Canada's Safety Regulations.

All vessels operated in Canadian waters are covered under the [Canada Shipping Act \(CSA\), 2001](#), and must comply with the [Small Vessel Regulations \(SOR/2010-91\)](#) regulations. Boating campers and staff are deemed to be passengers on the boats operated by a summer camp and as such camps must comply with these regulations.

Watercraft are divided into 5 categories:

1. **Human-powered boats** include canoes, kayaks, sail- boats, sailboards, windsurfers and rowboats. These watercraft are not required to be licensed. The operation of these vessels must comply with [Transport Canada's Safety Regulations](#) and the [Small Vessel Regulations \(SOR/2010-91\)](#).
2. **Power boats under 9.9 horsepower** are not required to be licensed and likewise their operation must comply with these regulations.
3. **Power boats over 9.9 horsepower** include Personal Watercraft with inboard and outboard motorboats **are required to be licensed**. Each type of vessel may have different requirements for licensing depending on the passenger capacity assigned for each craft and the length of the boat. These vessels and their operators must also comply with **Transport Canada's Safety Regulations** and the drivers of these boats require [Pleasure Craft Operator Cards \(PCOC\)](#) **if carrying six or less passengers**.
4. **Small Commercial Vessels**. Those vessels **carrying over 6 and but no more than 12 passengers must be licensed** and have a **Marine Technical Review Board (MTRB)**. The operator of this vessel must have a **Small Vessel Operator Proficiency Certificate (SVOP)** or a **Camp Marine Statement of Completion** to operate the





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vessel. The operator of **small commercial vessel, over a certain length and/or carrying more than 12 passengers** and having two or more staff/crew require either a Limited Masters or Master's Certificate.

5. **Personal watercraft (PWC)**, also called a water scooter or a jet boat, is a recreational watercraft that the rider sits or stands on. They have an inboard engine which produces a strong jet of water which in turn produces thrust for propulsion and steering. PWCs must also comply with **Transport Canada's Safety Regulations**. A **Pleasure Craft Operator Card (PCOC)** is required to operate these vessels.

The [Transport Canada Safe Boating Guide \(TP-511\)](#) is an excellent resource for safe and responsible boating practices for pleasure watercraft users. The [Small Commercial Vessel Safety Guide \(TP-14070\)](#) is an also excellent resource for the operation of small commercial vessels.

6. **Low Wind/Low Wave/Slow Moving Water Conditions.** Low Winds are defined by Environment Canada **as below 15 knots (28 km/hr)**. Small craft warnings are issued when sustained wind speeds are expected in the range of 20-33 knots. Low Wave conditions are where water waves are small with no evidence of white caps and the waves are too small to capsize any of the group's boats which should mean the risk to boaters is slight and in-water rescue is relatively easy. Slow Moving Water conditions are defined as water or currents flowing at less than a speed of **.5 knots or 1 km/hr**. Low Wave and Slow Moving Water conditions are also referred to as **Category I** moving water in the **International Scale of River Difficulty** system of moving water grading. Paddle Canada and the Ontario Recreational Canoeing & Kayaking Associations also refer to these Low Wave and Slow Moving Water conditions as **Flat Water** boating.

There are 3 additional Wind factor hazards which the Qualified Instructor and Trip Leader needs to also assess and manage.





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- a. The trip **out-leg** should ideally be **up-wind / up-current**, when paddlers are fresh and stamina levels are high. This will make the return leg back to the Camp far easier for paddlers when they are tired.
- b. If boating in costal waters, avoid boating when ocean tides are falling and currents are ebbing towards the open ocean. Boat when ocean tides are rising and pushing the water inward towards the head of the harbour or bay.
- c. Likewise avoid boating on the side of the lake or bay where the wind will push the boats offshore - away from the land and/or away from the Camp's waterfront.

Information on Tides & Currents for Atlantic Canada can be obtained from **Fisheries & Oceans** website - just click [here](#). For Nova Scotia area Camps, look under the **Volume 1 - Atlantic Coast and Bay of Fundy** section. Just scroll down List of harbours and pick the one closest to your Camp. For PEI Camps, look under the **Volume 2 - Gulf of St. Lawrence** section and similarly scroll down. Click on the PDF copy and you can save this information for the entire summer for your Camp.

Even better; there are numerous free weather and ocean tide and current **Apps** (for example [Windfinder](#)) that you can download onto your smart phone that provide this information in real time. Like above, simply find the harbour or buoy location closest to your Camp.

3. **Out-Trips.** An Out-trip is any guided group trip which is **beyond 30 minutes reach** by an available Camp vehicle or an available Camp motorized boat from the Camp's main logical, first aid and emergency response base location; **OR beyond a 30 minute response** by Paramedics/EMT responders, after a 911 emergency call is made.
4. **Trip Plan.** The Trip Plan (also commonly referred as a **Float Plan or Sail Plan**) includes a listing of the trip leadership team, the trip participants, the intended route plan and destination, any stopping points en-route, the trip timings for the departure and the estimated return time to the Camp, the comms plan, as well as any planned report times / phase lines. **This MUST be provided to the Camp or Waterfront Director before departure.**



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5. Transport Canada - Small Vessel Regulations (SOR/2010-91) First Aid Kit Requirement:

8 (1) A first aid kit required by these Regulations shall be packed in a waterproof case capable of being tightly closed after use and shall be

(a) a marine emergency first aid kit that contains the following:

- (i)** an up-to-date first aid manual or up-to-date first aid instructions, in English and French,
- (ii)** 48 doses of analgesic medication of a non-narcotic type,
- (iii)** six safety pins or one roll of adhesive first aid tape,
- (iv)** one pair of bandage scissors or safety scissors,
- (v)** one resuscitation face shield,
- (vi)** two pairs of examination gloves,
- (vii)** 10 applications of antiseptic preparations,
- (viii)** 12 applications of burn preparations,
- (ix)** 20 adhesive plasters in assorted sizes,
- (x)** 10 sterile compression bandages in assorted sizes,
- (xi)** 4 m of elastic bandage,
- (xii)** two sterile gauze compresses,
- (xiii)** two triangular bandages, and
- (xiv)** a waterproof list of the contents, in English and French; or

(b) a first aid kit that meets the requirements of the [*Marine Occupational Safety and Health Regulations*](#) or of provincial regulations governing workers' compensation, with the addition of a resuscitation face shield and two pairs of examination gloves if the kit is not required to contain them.

(2) Instead of a first aid kit referred to in subsection (1), a first aid kit that meets the requirements of the [*Small Vessel Regulations*](#) as they read immediately before the day on which these Regulations came into force may be carried on board a vessel for a period of three years after that day unless the kit is replaced before the end of that period.





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6. **Safety Briefing.** The required CANSPEI Safety Briefing, **delivered by the Trip Leader**, includes:
1. **Identification of Trip Leader** and the rest of the Leadership Team members and their roles.
 2. **Nature of The Activity, Destination & the Expected Challenge Level of the Activity.** Make sure everyone is within their comfort zone before you depart and has the necessary paddling skills and experience to match the trip challenge level.
 3. **Planned Route & Expected Weather & Wind.** Point out the route to the group at the waterfront. If the route is out of line of sight, have a map / chart and show the route to the group. No printed map? Then draw it on paper or use the dirt or sand. Give the weather & wind forecast - ideally boat upwind on the out-leg / downwind on the return.
 4. **Departure Point & Time.**
 5. **Expected Duration, any Stopping Points and the ETA for the Return to the Camp/ Home Base.**
 6. **Boat Order & Formation Plan.** On Out-trips and on day trips away from the camp waterfront, clearly lay out the order of the boats in the boating column/formation and the camper & staff boat assignments to each boat. Tell the group where **YOU will be** (i.e your boat position is the boat column/formation) and where the rest of the Leadership Team will be.
 7. **Required Personal Kit.** This information is provided before the Safety Briefing. However, double check that everyone, at a minimum, has their hat, sun-glasses, sun screen, bug-juice, **personal water bottle** and any other necessary personal kit as required for the duration and weather conditions. **Remember to check and make sure campers and staff have their personal prescribed medications for day (you may be delayed on the trip and miss their next dosage) AND their Epi-Pin and Emergency Puffer (if they need and have such).**
 8. **Meals & Hydration.** Usually you / the Camp will be supplying the food/snacks and the **supplemental hydration**. If not, tell the group what food they need to bring them before they come to the Safety Briefing.
 9. **Emergency Plan & Emergency Rally / RV Point(s).** **Identify anticipated hazards** and key challenges and **your planned response** including hand signals and including telling boaters what to do if they capsize or get separated from the group and/or lost.
 10. **Comms Plan.** **DO a radio / cell phone comms check** with camp staff / the Leadership Team before you depart.
 11. **Ask for Questions.** Tell the group you will take questions in 30 seconds to give them time to think of questions.





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The Safety Briefing can usually be delivered in well under 5 minutes for a simple day trip away from the Camps's immediate waterfront area.

However, **pair back the briefing content details for simple boating in the immediate waterfront area**; but make sure you still cover the basics.

Out-Trip Safety Briefings require more time and details, particularly on Emergency Planning.

Suggestions:

- a. Tell the group, at the very beginning of your Safety Briefing, that you will take questions only AT THE END of the Safety Briefing and they should wait till then to ask their questions. This avoids interruptions, especially where their questions will most likely be answered anyway, by the time you have completed your full Briefing.
- b. Remember that one of our Accreditation Standards is for Sun Safety. When ever you give a briefing or teach a class on land, try to find overhead shade protection and have the group assemble there for their briefing or class. **Make suer all campers and staff have applied sun screen before you depart the waterfront.** If boating for the day, have them reply sun screen at lunch time.
- c. As with all teaching classes, make sure you arrange the group so that everyone has a clear view of you, what you are pointing at or demonstrating and always try to face the group as much as possible.

7. PFD / Lifejacket Proper Fit Test. A Proper Fit Test is conducted after the boater has put on and buckled-up or tied or zipped closed the device. The Qualified Instructor then places one of their hands under the left and right shoulders of the PDF / Lifejacket and pulls up on the device to make sure the device is snug and secure and will not pop off or partially slide up over the boater's head in the event of a water entry.





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9. **Transport Canada Required Boating Equipment.** For all boats **UNDER 6 meters** operating in Low Wind/Low Wave conditions, the following equipment is required:
- a. **One Transport Canada approved lifejacket or PFD for each person on board.**
 - b. **A buoyant heaving line at least 15 m (49'3") long**
 - c. **A bailer or a manual bilge pump; or**
 - d. **A pea-less whistle or other sound-signalling appliance that meets the requirements of the Collision Regulations. (CANSPEI recommends a pea-less whistle securely attached to each lifejacket or PFD.)**
 - e. **If the canoe or kayak is operated after sunset or before sunrise or in periods of restricted visibility, a watertight flashlight OR three pyrotechnic distress signals other than smoke signals (Note: Pyrotechnic distress signals are not a substitute for navigation lights).**
 - f. **A magnetic compass if the canoe or kayak is navigating out of sight of navigation markers. (Note: a compass is required in all cases when the vessel is more than 8 metres (26') in length.)**
 - g. **A First Aid Kit packed in a waterproofed case capable of being tightly closed after use. A resuscitation face mask and two pairs of examination gloves must be included in the Kit.**
 - h. **If the water temperature is less than 15°C, the “person responsible for an enterprise that conducts guided excursions and the leader of a guided excursion will ensure that equipment is immediately available or that procedures are established to protect the participants from the effects of hypothermia or cold shock resulting from swamping, capsizing or falling overboard.”**

In addition to compiling with the above Transport Canada regulation for required equipment, it is highly recommended that the Qualified Instructor also carry in their boat an extra paddle(s).





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For boats, both human powered and motorized, GREATER than 6 meters in length, consult and comply with the Transport Canada Regulations and The Canada Shipping Act (CSA), 2001 the for required safety equipment

- 10. Boating Activity Log/Report.** A recommended template for the Boating Activity Log/Report is available on the CANSPEI website at: canspei.ca/templates.
- 11. List of Boating Participants.** The Boating Activity Log/Report can list boating activity group participants either by name **OR**, if the Camp has established set and documented cabin/tent/activity/team groups for the camping session, the Log/Report may alternatively list just the name of that group as a participants for the boarding activity. The names of any member of the cabin/tent/activity/team that are **not** participating in the boating activity must also be listed in the Log/Report for that particular boating activity. The names of any persons participating in the boating activity group that are **not** part of the cabin/tent/activity/team must also be listed.
- 12. Boating Group's Key Leadership Team Comms.** The **Qualified Instructor / Trip Leader** will ensure they have VHF or mobile phone communications with at least the lead boat, the rear boat and any flanking boats of the boating group.
- 13. All human powered boating should ideally be conducted within a 5-10 minute boating distance to closest shore line.** This is a **dynamic boundary** and will be affected by headwinds, currents, age experience and paddling strength of the paddlers, and fatigue levels. Move the boating group closer to the shore line to manage these risk factors. For example older and experienced boaters may be able to paddle at a speed of 2 kilometers per hour . In this case the boating group should be boating at no more than a 150 - 300 meter distance of the shore line. Younger boaters may only be able to paddle at 1/2 a kilometer per hour or less in favourable conditions. In this case the boating group should no more than 35 - 75 meters distance from the closest shore line.





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14. CANSPEI Camp Canoe-Kayaking Instructor Course. This is an intensive 2 and 1/2 day course teaching boat paddling & handling skills and guided canoe-kayak safety management and supervision responsibilities and skills. The course is **specifically designed and structured for an Accredited Camp's waterfront & camp boating program**. Click [here](#) for a PDF overview of the course.





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FURTHER KNOWLEDGE RESOURCES

1. Paddle Canada website: <https://www.paddlecanada.com>
2. Ontario Recreational Canoeing Kayaking Association (ORCKA) website: <http://www.orcka.ca>
3. Outdoor Council of Canada website: <http://outdoorcouncil.ca>
4. Pleasure Craft Operator Card (PCO card). Click [here](#) for more information.
5. Transport Canada Pre-Boating Check List. Click [here](#) for a PDF copy.
6. Transport Canada FAQ's on Pleasure Craft Operator Cards. Click [here](#) to go to their website.
7. Transport Canada Safe Kayaking Guide. Click [here](#) for a PDF copy
8. Paddle Canada Trip Check List. Click [here](#) for a PDF copy.
9. Paddle Canada Closing & Equipment Check List. Click [here](#) for a PDF copy.
10. Fisheries & Oceans Canada marine terms and definitions. Click [here](#) to go to their website.

