

# Berkeley Racing Canoe Club

## Operating Rules

### Revised through April 24, 2012

#### Revision History

Date	Reviewers	Comments
6/6/04	Paul Kamen	2004 Initial version, including operating rules for dragon boats.
1/23/05	Paul Kamen	Removed prohibition against using PFDs as seat cushions.  Added new definitions and new section to cover operating rules for youth programs  Adjusted age category to allow participation by middle school youth programs
3/25/05	Paul Kamen	Added "drummer, coach, steersperson" to definition of paddler.  Added definitions of "Certified Steersperson" and "Person in Charge."  Added specific requirement that dragon boat PIC be a BRCC Certified Steersperson.  Added allowance for extending loading and distance limits in calm weather.  Added "when the weather is conducive to quick drying" to rinsing schedule.  Deleted "inside the marina only" from paddler age limits, 7 and under.
5/19/05	Phyllis Ritchie	Added "or fourth practice attendance if earlier" to start of membership term and added special circumstances to fee structure  Added requirement to sign swimming declaration.  Dropped requirement that paddlers over 18 become BRCC members if they are high school students.  Revised conditions for exemption from PFD requirement.  Deleted section on time trial canoe.

5/19/05	Paul Kamen	<p>Added requirement that the person steering always wear PFD.</p> <p>Added sections for OC-1 and OC-2.</p>
5/21/05	BRCC Board Members	<p>Change wording under Fees to start the 1 year membership from the time of signing the liability waiver, and specify the membership fees.</p> <p>Revised section on OC-1 and 2.</p>
6/17/05	Tim Herring and BRCC Board Members	Rules of OC 1 and 2 edited and additions made
7/02/05	Paul Kamen	Revised Rules for OC 1 and 2 to them bring into conformity with outrigger Chair's instructions
8/12/05	Paul Kamen, based on communication from Phyllis Ritchie	<p>Revised Rules for OC 1 and 2 to reflect changes to OC rules from 7-23-05 Board meeting.</p> <p>Added authority for OC Chair to waive requirement for safety partner.</p>
10/18/06	BRCC Board of Directors	Added revisions to area boundaries, equipment requirements and other misc. changes to reflect Board action.
6/01/08	BRCC Board of Directors	Added section for powerboat operating rules
1/23/10	BRCC Board of Directors at BRCC Annual Membership Meeting	<p><b>In Definitions: PFD</b></p> <p>Change "Note that types IV and V do not meet BRCC requirements." to " Note that type IV does not meet BRCC requirements."</p> <p><b>In "Rules that apply to the operation of all BRCC boats:</b></p> <p>Change "U.S. Coast Guard approved PFD (lifejacket) of type II or III" to "U.S. Coast Guard approved PFD (lifejacket) of type II, III or V"</p> <p><b>And replace:</b>  The Person in Charge may authorize any paddler who has answered 'Yes' to their swimming abilities on the Swimming Declaration Statement to paddle without wearing a PFD. If the PFD has been removed after such authorization, the PFD shall be kept in close proximity to the paddler and available for immediate use.</p> <p><b>With:</b>  Unless otherwise instructed by the Person in Charge, adult BRCC members who have answered 'Yes' on their Swimming Declaration Statement may remove their PFD while inside the Berkeley Marina. The PFD shall be kept in close proximity to the paddler and available for immediate use.</p>

**In "Boat-Specific Operating Rules - Dragon Boats"**

**Delete section**

**"Outside Operation with Two Boats in Close Company"**

**Replace with**

**Limited Outside Operation:**

**A BRCC Steersperson certified for limited outside operation may take a BRCC dragon boat outside the marina, provided:**

**a) Wind and wave conditions are mild and well within the normal limits for outside operation.**

**b) The boat remains within 100 meters of an accessible shoreline (rocks, rip-rap or beach, but not the fishing pier or an isolated breakwater) No exceptions for extremely mild weather.**

1/29/11	Paul Kamen	Deleted Tim Herring's contact info, plus numerous formatting clean-ups and copy edits.
2/1/11	Paul Kamen	Deleted requirement that all paddlers sign the swimming declaration.
8/25/11	BRCC Board of Directors	Added new section for Canoe and Kayak use.
4/06/12	Paul Kamen	Added "Outreach Director" to list of officers who can authorize use of a dragon boat.
4/24/12	Paul Kamen	Changed number of free practices from three in a three-month period to two in a two-month period, to comply with insurance requirements.

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## Status of These Rules

These Operating Rules are established by majority vote of the Berkeley Racing Canoe Center Board of Directors, and can be modified and amended at any regular or special meeting of the Board. These rules are binding on all people using equipment owned or operated by the BRCC.

## Definitions

**Affiliated Youth Organization:** A school, camp, youth program or other organization that provides, coordinates, organizes or transports the participants in a BRCC youth program.

**Certified Steersperson:** A BRCC member who has been certified by procedures established by the BRCC Board of Directors to be the **Person In Charge** of a BRCC dragon boat. Certifications may be specific to the type of boat and the area of operation.

**Paddler:** Any person on board a BRCC boat, including team members, drummer, coach, steersperson, team prospects, guests and passengers, even if they take no active role in propelling the boat.

**Person in Charge (PIC):** The person who directs the operation of the boat and has sole authority for all critical safety and navigation decisions, and directs the actions of all paddlers in an emergency. The PIC is the captain of the vessel. The PIC must hold the appropriate BRCC certification for the type of boat and the area in which it is operating.

**PFD:** Personal Floatation Device, or "lifejacket." Type III is the "work vest" or specialty foam vest type most often used for paddling. Type II is the "collar" type with head support, often recommended for non-swimmers. Type IV are approved buoyant "boat cushions" or throwable PFDs, and type V are inflatable PFDs. Note that type IV does not meet BRCC requirements.

**Youth Program:** An organized group of paddlers that participates in BRCC race practice, race competition, recreational paddling or public service event as a group, and includes some participants who are under 18 years old.

## Membership

### **Fees and Terms**

Membership in the BRCC shall be for a term of exactly one year from date of signing of the Liability Waiver.

The membership fees shall be:

- General Membership (18 and older, unless still in high school) - \$100
- College Student - \$20
- Students under 18 - free
- Special One Time Event - \$20 with practices before race event

### **Guest Paddlers and Team Prospects**

Guest paddlers and team prospects may participate on a trial basis without joining the BRCC. All paddlers, including guests and team prospects, are subject to all BRCC Operating Rules and procedures. Except for special public events, no person shall participate in more than two practice sessions in any two-month period without becoming a paid member of BRCC.

## ***Liability Waiver***

All paddlers, guests and passengers, regardless of membership status, must complete and sign the BRCC liability waiver before participating in any BRCC water-borne activity. Paddlers, guests and passengers under 18 must in addition have the signature of their parent or guardian on the waiver form.

## **General Rules of Conduct**

All BRCC paddlers shall conduct themselves in such a manner as to show courtesy, respect and consideration for all other Marina users whenever at or near the BRCC berthing area, parking area, using BRCC equipment, or engaged in any activity associated with the BRCC.

No BRCC paddler shall engage in any activity that compromises the safety of people or equipment whenever at or near the BRCC berthing area, parking area, using BRCC equipment, or engaged in any activity associated with the BRCC.

All BRCC paddlers shall observe all City of Berkeley and Marina rules and regulations that apply to operation of BRCC boats within the boundaries of the City of Berkeley and the Berkeley Marina.

No BRCC equipment, including paddles and PFDs, shall be borrowed for use on non-BRCC boats.

Disputes with other organizations or individuals shall be referred to the BRCC Board of Directors. Do not argue with other users of the Marina.

## **Rules for the Berthing Area**

Never leave the dock gate blocked open.

Do not leave the storage lockers unlocked.

Always leave the berthing area clean and free of paddles, PFDs and personal gear.

Never block passage by other berthers who need to walk through the BRCC berthing area on their way to other boats.

## **Rules that apply to the operation of all BRCC boats**

No BRCC boat shall be operated without an appropriately BRCC-certified Person in Charge (PIC). This person shall have authority to direct the course of the boat, the activities of all people on board, and the methods used to recover from a swamping or capsize.

All paddlers, including members, guests, team prospects and passengers must fill out and sign the BRCC Liability Waiver form.

All paddlers, including members, guests, team prospects and passengers aboard a BRCC boat shall wear a properly fitting U.S. Coast Guard approved PFD (lifejacket) of type II, III or V at all times, except as follows:

Unless otherwise instructed by the Person in Charge, adult BRCC members who have answered 'Yes' on their Swimming Declaration Statement may remove their PFD while inside the Berkeley

Marina. The PFD shall be kept in close proximity to the paddler and available for immediate use.

Guest members, youth team members, the person steering, and all paddlers participating in youth practices or open house events shall wear a PFD at all times without exception.

PFDs and paddles shall be rinsed in fresh water after the last use on Saturdays when the weather is conducive to quick drying. Rinsing on other days of the week is optional.

All BRCC boats operating after dark shall display adequate navigation lights as required by COLREGS.

## **Boat-Specific Operating Rules**

### **Dragon Boats**

#### ***Authorization for use:***

No BRCC dragon boat shall be operated without prior approval of one of the following members of the Board of Directors: President, Vice President, Competition Director, Outreach Director or Fleet Captain. Such approval may be in the form of a standing weekly practice schedule.

#### ***Person in Charge***

There shall always be a single designated Person in Charge (PIC), who must be on the boat whenever a dragon boat leaves the dock. This person shall be a BRCC certified dragon boat steersperson, with certification for the area in which the boat is to be operated.

Steerspeople certified by CDBA or other organizations may be approved to be in charge of a BRCC dragon boat on a temporary basis only by the BRCC Board of Directors.

#### ***Responsibilities of the Person in Charge***

The Person in Charge (PIC) is responsible for the safety of the boat, paddlers and guests. Although other people with or without steering certification may be allowed to steer, the PIC must remain on the boat and remains in charge of the boat. The PIC is fully responsible for the actions of alternate steerspersons.

The PIC shall be intimately familiar with these *Operating Rules* and with the *BRCC Procedures Manual for Dragon Boat Operation in the Berkeley Marina*.

The PIC is responsible for confirming that all paddlers and guests have signed waivers and are wearing PFDs as required. The PIC should also be aware of non-swimmers on the boat, and paddlers with physical or medical limitations that may affect how they are directed in an emergency.

The PIC is responsible for assuring that all required safety equipment is in working order and on board the boat before departure, for returning safety gear to the locker after returning, for insuring that the boat is tied up properly, the dock is left clean and the lockers are locked after use.

Safety equipment in the waterproof safety bag or box should be individually checked for proper operation, where possible, before each departure.

Except at scheduled practice sessions for which the PIC has been designated in advance, The PIC shall complete the BRCC dragon boat sign-out form before leaving the dock.

The Person in Charge is responsible for the conduct of the boat and crew, and shall maintain a high standard of courtesy and consideration with respect to other marina users.

***Area of Operation:***

Dragon boat operation is limited to the area within the Berkeley Marina and protected by the detached rock breakwater, with the following exceptions:

If the Person in Charge is certified by BRCC for outside operation, the boat may go outside the Berkeley Marina provided the following conditions are satisfied:

- a) The boat remains within 500 meters of shore.
- b) The wind speed is clearly under ten knots (no whitecaps visible on the open bay).
- c) Small craft warnings are not posted by the Coast Guard for central San Francisco Bay.
- d) Total live load in the boat is less than 3,000 lb.
- e) The boat shall not go south of the Emeryville peninsula or north of Brooks Island.

The allowable loading and distance from shore cited above may be extended, within reasonable limits and at the discretion of the PIC, only when the weather is extremely calm.

Longer trips may be approved in advance by the BRCC Board of Directors on a case-by-case basis.

Operation outside the Marina after dark is never permitted without advance approval by the BRCC Board of Directors.

When boat traffic in the Marina is unusually heavy, practice should be moved to the east or south areas of the Marina to avoid congestion in the main channel.

***Limited Outside Operation***

A BRCC Steersperson certified for limited outside operation may take a BRCC dragon boat outside the marina, provided:

- a) Wind and wave conditions are mild and well within the normal limits for outside operation.
- b) The boat remains within 100 meters of an accessible shoreline (rocks, rip-rap or beach, but not the fishing pier or an isolated breakwater) No exceptions for extremely mild weather.

***Required Safety Equipment:***

Each BRCC dragon boat operating inside or outside the Marina shall carry the following

safety gear:

1. At least one USCG approved type II, III or V PFD for each person on board.
2. At least four small bailers.
3. At least two large bailing buckets.
4. Whistle, looped around the steering oar or worn by the steersperson.
5. Functioning Marine VHF radio, submersible or in a submersible container with spare fresh batteries.
6. SOLAS approved smoke flare, submersible or in a submersible container.
7. At least one cell phone in a waterproof bag or container, with emergency numbers for local ambulance and Coast Guard.
8. Suitable anchor (at least eight pounds, Danforth type recommended) with adequate chain and rode.
9. High-visibility marker buoy.

If operating after sunset or before sunrise, inside or outside the marina, add:

1. Two powerful waterproof flashlights with fresh batteries and spare batteries.
2. Running lights that meet COLREGS requirements.

***Equipment Storage:***

The smoke flare, VHF and all spare batteries will generally be kept in a waterproof safety bag or box which is stored in the dock locker. It is the responsibility of the Person in Charge to insure that the bag or box is brought on board and secured in the boat before the boat departs, and returned to locker after the boat returns.

The anchor, anchor chain and line, marker buoy, small bailers and large bailing buckets may be left on the boat. It is the responsibility of the Person in Charge to confirm that these items are in the boat before departure.

The cellphone should be in its own waterproof bag, and may be in the safety bag or box or carried by any paddler. Emergency numbers should be in the safety bag or box.

Running lights, when required, are to be fixed to the boat. The two flashlights required for nighttime operation should be carried out of the safety bag or box and available for immediate use, one near the bow and accessible to the drummer or stroke paddler, and one near the stern and accessible to the steersperson.

***Maneuvering In the Marina:***

Dragon boats shall comply with all government right-of-way rules for avoiding risk of collision.

Avoid blind corners whenever possible. Do not operate close to the edge of any channel, and do not make tight turns around large boats or berthing areas that may obstruct vision to or from another boat.

Always be prepared to break off a timed practice run if there is risk of collision, or the perceived risk of collision, with another boat.

### ***Paddler Age Limits***

- 18 and older: Paddler must sign the BRCC waiver form, and become a BRCC member if paddling more than three times in any three-month period. Paddlers enrolled in high school need not become BRCC members regardless of age.
- 12 - 17: Parent or guardian must sign the waiver form in addition to the paddler.
- 8 - 11: Must be accompanied by a parent or guardian in the boat. A maximum of six people in this age category are allowed on the boat at one time. Properly fitting PFD of appropriate size must be worn at all times.
- 7 and under: Allowed on the boat with parent or guardian, and only as authorized by the President, Vice President, Fleet Captain or Competition Director. Properly fitting PFD of appropriate size must be worn at all times.

## **OC-1 and OC-2**

This section of the Operating Rules applies to all single-person and two-person outriggers that are owned, leased by, or on loan to BRCC and all other outriggers stored at the BRCC dock.

The OC-1 and OC-2 may be used for recreational paddling or time trials by all qualified BRCC members.

The OC-2 may be used by non-member guests for time trials after approval by the OC Committee Chair.

### ***Areas of Operation***

Operation of the OC boats is limited to the area within the Berkeley Marina protected by the rock breakwater unless otherwise approved by the BRCC Vice President or OC Committee Chair.

### ***Paddler Requirements for OC Use:***

Before use inside the marina, the paddler must be checked out by the BRCC Outrigger Chair, Vice President or other qualified club member designated by either of the above for the following abilities:

- Storage and handling of the boats
- Basic operation and paddling skills
- Ability to tread water: Must have answered affirmatively and signed the BRCC Declaration of Ability to Swim form in order to use the OC 1 or 2.
- Paddlers doing a supervised time trial in the OC-2 need not meet the swimming requirement, but if they do not meet the requirement must wear a lifejacket).
- When using the OC 2, there must be two paddlers in the boat

Before use outside the marina - in addition to the above requirements: the paddler must be checked out by the Outrigger Chair, BRCC Vice President or other

qualified club member designated by either of the above, for the following abilities:

- To be able to right the boat after a “huli” (flipping), and be able to reboard without letting go of the paddle.
- Be prepared to be in the water for 10 minutes in the event of flipping.

And must also:

- Either wear a life jacket or have one on the boat at all times
- Leave a departure and return message for the OC Committee Chair
- Know about and wear appropriate clothing
- Must have an awareness of weather and wave conditions
- Have a designated safety partner who remains within hailing distance at all times. The safety partner may be the second person on the OC-2, or another BRCC member in any other BRCC boat. The OC Committee Chair may temporarily waive the requirement for a safety partner on a case-by-case one-time basis only.

## **Canoes and Kayaks**

This section of the Operating Rules applies to all canoes and kayaks that are owned, leased by, or on loan to BRCC and all small craft other than outriggers stored at the BRCC dock.

Canoes and kayaks may be used for recreational paddling or time trials by all qualified BRCC members. A non-member guest or a non-qualified BRCC member may paddle in a two-person boat, or under very close supervision by a qualified BRCC member in a one-person boat. All guests must complete and sign the BRCC liability waiver and are subject to all applicable BRCC rules.

The time trial canoe may be used by non-member guests for time trials after approval by the Canoe and Kayak Committee Chair.

All paddlers must sign the boat out in the kayak log, leaving departure and estimated return times.

### ***Areas of Operation:***

Operation of the canoes and kayaks is limited to the area within the Berkeley Marina protected by the rock breakwater, except as approved by the BRCC Vice President or Canoe and Kayak Committee Chair.

Paddlers approved by the BRCC Vice President or Canoe and Kayak Committee Chair for operation outside the Berkeley Marina must stay within 500 meters of the shoreline.

The time trial canoe is never permitted to operate outside the marina.

### ***Paddler Requirements for Canoe and Kayak Use:***

Inside the marina: The paddler must be checked out by the BRCC Outrigger Chair, Vice President or other club member designated by either of the above for the following abilities:

- Storage and handling of the boats.
- Basic operation and paddling skills.
- Basic understanding of right-of-way rules with respect to other boats in the marina.

- Sufficient swimming ability, with PFD, to reach shore in the event of a non-recoverable capsize or swamping.
- PFDs must be worn at all times by all paddlers or passengers in BRCC canoes and kayaks.

Outside the marina: In addition to the above requirements, the paddler must be checked out by the Canoe and Kayak Chair or BRCC Vice President for the following abilities:

- Demonstrated ability to perform a "wet exit" and recovery, consisting of exiting the kayak and bailing it out from the water after a capsize or swamping, and re-boarding without letting go of the paddle.
- Swimming ability as described in the BRCC Swimming Declaration form (tread water for ten minutes and swim 100 meters).

***Additional requirements for training and guests:***

- BRCC members hosting non-member guests or conducting kayak training are required to have passed the Key Test portion of the BRCC written Steersperson Test.
- Non-qualified BRCC members or guests must be under the supervision of a qualified BRCC host who remains within hailing distance at all times. The host may be the second person on a two-person kayak, or another qualified BRCC member in any other BRCC boat. The Canoe and Kayak Committee Chair may temporarily waive this requirement on a case-by-case one-time basis only.

## **Powerboats**

***Authorization for use:***

No BRCC powerboat shall be operated without prior approval of the BRCC Board of Directors, or by the BRCC member specifically authorized by the Board of Directors to manage powerboat operation and use.

***Person in Charge***

There shall always be a single designated Person in Charge (PIC), who must be on the boat whenever a BRCC powerboat is in operation.

***Qualifications of Person in Charge***

The Powerboat Person in Charge (PPIC) shall have the following qualifications:

- 1) Approval as a PPIC by the BRCC Board of Directors
- 2) Successful Completion of a U.S. Coast Guard Auxiliary or U.S. Power Squadron multi-session classroom safe boating course. This requirement may be waived by the BRCC Board of Directors, conditional on approval by the BRCC Powerboat Manager. Such waiver shall be temporary and on a case-by-case basis, and shall only be granted if the PPIC applicant can demonstrate knowledge and experience in powerboat operation and safety that exceeds the USCGA or USPS requirements.
- 3) Passage of the BRCC Powerboat Written Test (when available).

***Responsibilities of the Powerboat Person in Charge***

The Powerboat Person in Charge (PPIC) is responsible for the safety of the boat, crew, passengers and guests. Although other people with or without steering certification may be allowed to steer or operate the controls, the PPIC must remain on the boat and remains in charge of the boat. The PPIC is fully responsible for the actions of all persons on board.

The PPIC shall be intimately familiar with these *Operating Rules* and other procedures that apply to BRCC powerboats.

The PPIC is responsible for confirming that all crew, passengers and guests have signed waivers and are wearing PFDs as required. The PPIC should also be aware of non-swimmers and people with physical or medical limitations that may affect how they are directed in an emergency.

The PPIC is responsible for the conduct of the boat and crew, and shall maintain a high standard of courtesy and consideration with respect to all other mariners.

Before departure, the PPIC is responsible for the following:

- 1) Assuring that all required safety equipment is in working order and on board the boat.
- 2) Properly venting the engine compartment and checking for fuel vapor before starting the engines.
- 3) Signing out the boat by providing all information required by the sign-out form

After returning to the marina, the PPIC is responsible for the following:

- 1) Topping off the fuel tank in accordance with BRCC powerboat fuel policy.
- 2) Emptying the head or portable toilet holding tank, if used.
- 3) Ensuring that the boat is secured properly, all equipment properly stowed, and the cabin left clean and orderly.
- 4) Re-connecting the battery charger.
- 5) Completing the return portion of the sign-out form.

***BRCC Fuel Policy:***

All BRCC powerboat active fuel tanks must be topped up to full condition before the boat is returned to the BRCC berth in the Berkeley Marina.

If the fuel dock is closed when the boat returns, it is the responsibility of the PPIC to return at their first reasonable opportunity to bring the boat to the fuel dock when it is open. The fuel dock at the Emeryville Marina may also be used for topping up.

The PPIC is responsible for the full cost of fuel consumed. If the boat is used for an authorized BRCC function for which the cost of fuel is provided, then the PPIC must advance the cost of fuel and will be reimbursed by BRCC.

BRCC powerboats shall not be left with partly empty fuel tanks any longer than reasonably necessary to obtain fuel.

If powerboat use is scheduled for the day after private use, and if the boat is to be returned after the fuel dock closes, the PPIC must coordinate fuel refill timing and fuel costs with the PPIC scheduled to use the boat the next day.

***Area of Operation:***

BRCC Powerboat operation is limited to the waters east of the Golden Gate Bridge.

***Required Safety Equipment:***

BRCC powerboats shall carry all safety equipment required by government regulations, including but not limited to the following:

1. At least one USCG approved type II, III or V PFD for each person on board.
2. Fire extinguishers.
3. Horn.
4. Daytime visual distress signal.
5. Anchor, chain and anchor line sufficient for the area of operation.

In addition, BRCC powerboats shall have on board:

1. A functional marine VHF radio, with spare batteries if hand-held.
2. A cell phone.
3. At least two large bailing buckets.

If operating after sunset or before sunrise:

1. Two powerful waterproof flashlights with fresh batteries and spare batteries.
2. Functional navigation lights.

***Guest and passenger Age Limits***

- 18 and older: Must sign the BRCC waiver form.
- 12 - 17: Parent or guardian must sign waiver form in addition to the crew or guest.
- 8 - 11: Must be accompanied by a parent or guardian in the boat. A maximum of six people in this age category are allowed on the boat at one time. Properly fitting PFD of appropriate size must be worn at all times.
- 7 and under: Allowed on the boat with parent or guardian, and only as authorized by the President, Vice President, Fleet Captain or Competition Director. Properly fitting PFD of appropriate size must be worn at all times.

## **Youth Programs and Teams**

All people aboard all BRCC boats, including program participants, guests, passengers, adult coaches, person in charge and adult representatives from the affiliated youth organization must wear PFDs at all times. The exceptions elsewhere in these Operating Rules shall not apply to youth programs.

Youth programs shall only operate when there are two adults on board each dragon boat:

One of these adults shall be a BRCC member fully qualified to be a Steersperson and Person in Charge for the weather conditions and area of operation. This person is responsible for the safe operation of the boat, and has complete authority to direct the boat's operation and the actions of all paddlers in an emergency.

The other adult is directly responsible for managing the youth participants, and may be a

representative from the affiliated organization, or a BRCC member who agrees to assume this responsibility.