



## **1. PURPOSE**

Safe Water Activities require that the Activity Leader has considered the provisions in this Practice Note and implemented these best practices in both their planning and the implementation of the Activity.

The Provisions contained in this Practice Note, should be read together with SCOUTS South Africa's Safe Scouting Policy.

Please note that Practice Notes and any appendices associated with the Safe Scouting Policy are operational in nature and may change from time to time as required. Any changes will be communicated through the structures of SCOUTS South Africa, and the most up to date version will always be available on the national website.

A glossary of 'Terms and Definitions' specifically used in this Practice Note, which are not defined in SCOUTS South Africa's Organisational Rules (OR) or the Safe Scouting Policy, is provided at the end of this Practice Note, to clarify interpretation and assist with understanding of the provisions.

## **2. WATER ACTIVITIES COMMITTEE**

- 2.1 In any Region where boating forms a regular part of the programme for that Region, a Water Activities Committee must be formed. The committee will be chaired by the Regional Coordinator Water Activities who is Warranted for the Region.
- 2.2 In smaller Regions, without the resources to form a committee, the responsibilities of the Water Activities Committee are then delegated to the Regional Coordinator Water Activities.
- 2.3 In the absence of a Regional Coordinator Water Activities the RTC Scout Programme or in their absence the Regional Commissioner, will carry the responsibilities of the Water Activities Committee.
- 2.4 The Water Activities Committee is responsible for:
  - 2.4.1 The review of the SSA National Classification of all Water Bodies in their Region and motivating to the National Coordinator Water Activities, any reclassifications that they wish to make. If approved that reclassification will be published on the SSA Website.
  - 2.4.2 Ensuring that all the Scouters responsible for Boating Activities in the region are familiar with the classification of all waterbodies and rivers in their Region.
  - 2.4.3 The compilation, issuing and monitoring the observance of:
    - local rules for the use of certain Water Bodies or Rivers and;
    - local rules for the condition, and equipment of all rafts and boats, and the safety of those using them.

- 2.4.4 The issuing, renewing and revoking of Water Activity Licences.
- 2.4.5 Monitoring that all Groups are taking proper care of and maintaining any boats or equipment which they own, or which has been loaned to them.
- 2.4.6 The Water Activities Committee may prohibit the use of any boat or equipment, irrespective of who may own it, if such boat(s) or equipment are considered unseaworthy, or equipment unsatisfactory or inadequately maintained.
- 2.4.7 Where required, the Water Activities Committee will also publish the requirements for a suitably equipped and manned rescue craft, for certain venues and activity types.
- 2.4.8 Recommending to the National Coordinator Water Activities any other additional rules or requirements necessary to ensure safety during Water Activities.
- 2.4.9 In the absence of a Water Activities Committee, the Regional Coordinator Water Activities fulfils the responsibilities of the Committee.

### **3. PROVISIONS**

#### **3.1 General Rules**

- 3.1.1 All Water Activities require an approved Activity Permit, unless they are being carried out at the Units 'Regular Meeting Place'.
- 3.1.2 All Water Activities require a suitably qualified and trained Activity Leader.
- 3.1.3 All Water Activities require an Activity programme to have been prepared in advance. A draft of this programme must be submitted with the application for an Activity Permit.
- 3.1.4 Any Water Activity requires that, in the planning the nearest hospital or clinic have been identified as well as a means to transport the participants there in the event of an emergency.
- 3.1.5 The planning must ensure that all of the necessary equipment for the safe execution of any planned programme activities is available and in working order.
- 3.1.6 The Activity Leader must hold a valid Water Awareness Certificate or valid Water License, appropriate for the Activity being undertaken.
- 3.1.7 The only Water Activity that Meerkats can do is swimming. Meerkat Swimming may only take place in a swimming pool, in the presence of a Warranted Den Scouter (who may be the Activity Leader), and a parent / guardian or adult family member for each Meerkat.

#### **3.2 Approval of Activity Permits**

- 3.2.1 The process and requirements for the approval of Activity Permits for any water activities is set out in the Safe Scouting Policy. In addition to these requirements, the following additional points should be considered.
- 3.2.2 Boating on Coastal Waters – the Activity Permit is to be co-signed by the Regional Coordinator Water Activities or the designated member of the Water Activities Committee (WAC) who has been formally appointed to be responsible for Boating on Coastal Waters in

the Region. They must satisfy themselves that the Activity Leader, who may be a Warranted Scouter, has a valid Department of Transport qualification for the Activity being undertaken.

3.2.3 Overnight Boating – the person approving the Activity Permit shall satisfy themselves that should there be an adult on board a boat along with the participating Youth Members, then either

- there will also be a Warranted Scouter, who may be the Activity Leader, on that boat, or
- the adult must have completed an “Application for Adult Membership Form” (AAM), provided the necessary references and have been vetted and approved to be participating in such activity.

### **3.3 Classification of Water Bodies**

3.3.1 Water bodies are classified as Flat Water, White Water, Special Inland Water or Coastal Water.

3.3.2 All flowing water is classified as White Water for canoeing and as Special Inland Water for Pulling, Sailing and Powerboating. The character of flowing water can change with time (e.g. a normal slow flowing and calm river maybe become very dangerous during and after a storm).

3.3.3 The Regional Coordinator Water Activities may, at their sole discretion, re classify a river (flowing water) as flat water for a specific Activity and time period.

3.3.4 The SSA National Classification of the Water Bodies in South Africa (not flowing), where Scouts are known to hold Water Activities, as either “Flat Water” or “Special Inland Water” and the definition of “Coastal Waters” is given in Annexure A. This classification applies until the National Coordinator Water Activities approves and publishes a reclassification, following an approved request by a Region.

3.3.5 The current Classification of Water Bodies is published on the SSA Website.

### **3.4 Water Awareness Certificate**

3.4.1 A Water Awareness Certificate may be held by a Scout who is 14½ years old and any Warranted Adult.

3.4.2 The holder of any Water Licence will be deemed to hold a Water Awareness Certificate.

### **3.5 Water Activity Licences**

3.5.1 Water Licences are issued by the Regional Coordinator Water Activities.

3.5.2 The Regional Coordinator Water Activities will maintain the Regional Water Licence Register which is also held at the Regional Office in either hard copy or electronic format.

3.5.3 All Water Licences should also be captured on the SSA Membership Management System.

3.5.4 The basic Licence for any Water Activity is a Flat Water Licence and the following classes may be issued – Canoeing, Oars or Sailing.

- 3.5.5 The holder of a Canoeing Licence (Flat Water) may apply for a White Water Canoeing Licence if they have the necessary experience and training.
- 3.5.6 The holder of a Canoeing, Oars or Sailing Licence may apply for a Power Boat and a Special Inland Water Licence, for the same activity, if they have the necessary experience and training.
- 3.5.7 SSA does not issue Licences for Coastal Waters at the date of publication. The Activity Leader and the skipper of each Boat shall have the required Department of Transport Qualification.

### **3.6 Swimming**

- 3.6.1 Swimming is not allowed in fast flowing Rivers in which Scouts cannot safely stand and which are more than waist deep for the Scout.
- 3.6.2 An Activity Permit must be obtained for any swimming Activity and the Activity Leader, who may be a Scout for a Patrol activity shall hold a valid Water Awareness Certificate.
- 3.6.3 Swimming in the sea should only be allowed at recognised bathing beaches, or in calm water, where this is no apparent risk of rip currents. An Adult, who is a competent swimmer, should be present and it is recommended that there are professionally trained lifeguards at the venue where possible.
- 3.6.4 Suitable lifesaving and rescue equipment should be available where practical and possible, at any swimming activity.
- 3.6.5 No Youth Member shall be allowed to swim except under the supervision of the Activity Leader. The Activity Leader must appoint sufficient lifeguards to ensure the safety of the swimmers.
- 3.6.6 The safety of the venue, water body and shorelines, must have been previously ascertained and all reasonable precautions must be taken to ensure the safety of the swimmers.

### **3.7 Rafting**

- 3.7.1 No raft shall be used during a Cub or Scout Activity unless certified safe by the holder of a valid Water Awareness Certificate.
- 3.7.2 The safety of the venue must have been previously ascertained, and all reasonable precautions should be taken to ensure that the water is safe for rafting. All reasonable precautions must be taken during the Activity to ensure the safety of the crew and passengers on the raft.
- 3.7.3 Each person on the raft must have an appropriate well maintained Personal Flotation Device (PFD) of the correct size, for the duration of the activity. Refer Appendix 2 for further guidelines on PFDs.

### **3.8 Boating on Flat Water**

- 3.8.1 The Activity Leader, who may be a Youth Member for a Patrol Activity, must hold a valid Water License which is applicable to the Activity and the Water body.
- 3.8.2 Except for Patrol Activities a Warranted Scouter, who maybe the Activity Leader, shall be present.
- 3.8.3 The Activity Leader is responsible for ensuring that all vessels taking part in the Activity are seaworthy.
- 3.8.4 The Activity Leader is responsible for ensuring that the person in control of each Boat is competent to do so, given all the prevailing circumstances.
- 3.8.5 The Activity Leader shall not allow any Cub or Scout to take part in Boating without first considering carefully all the prevailing and likely conditions, and in particular having made sure that:
  - i. A Cub has earned the Cub Open Water Swimming badge or has demonstrated the ability to swim 100 metres in open water in any stroke.
  - ii. A Scout has earned the Swimming Scoutcraft badge and has demonstrated the ability to swim 100 metres in open water in any stroke.
  - iii. All reasonable precautions have been taken to ensure that the water is safe for the planned boating Activity.
  - iv. That everyone aboard a vessel is wearing, as required in the Regions published requirements for the Activity the correct size of an appropriate, and well maintained Personal Flotation Device (PFD).
  - v. That everyone forming part of the crew of any vessel will not wilfully endanger the vessel or other crew member(s).
- 3.8.6 It is recommended that where possible, there should always be a responsible person on the shore as the emergency Contact Person and observer during the activity. This should normally be an Adult, but the Regional WAC may determine, for any water Body, that a Scout with at least First Class may fulfil that role
- 3.8.7 The name, contact number, location and directions to the nearest 24-hour emergency room and the emergency number for the Rescue Service for the area must be prominently displayed on the shore facility used for the Activity.
- 3.8.8 No boat shall be used in the course of an Activity unless properly manned and the person in control of each Boat is competent to do so, given all the prevailing circumstances.
- 3.8.9 All Boating Activities shall comply strictly with all legislation and regulations of any competent authority having jurisdiction over the Activity or place of such Activity.
- 3.8.10 The Regional Water Activities Committee shall define other requirements at its discretion when required.

### **3.9 Boating on Special Inland Waters, White Water and Coastal Waters**

- 3.9.1 All Boating Activities on these waters must adhere to the general Regulations for Boating on Flat Water, with the following additional requirements:

- 3.9.2 The Skipper of each boat is always responsible to the Activity Leader for the safety of the Boat and the Cubs and Scouts participating in the Activity.
- 3.9.3 Where more than 15 Boats are participating a "Tally System" shall be used. Refer Appendix 3 for more details.
- 3.9.4 Where dinghy sailing Activities take place on Special inland or Coastal Waters under the auspices of an SA Sailing Affiliated Yacht Club, then the Activity Leader and all participants shall be bound by and comply with the Yacht Club, or Regatta Organisers regulations.
- 3.9.5 Where power boating Activities take place on Coastal Waters, the Activity Leader shall hold the required Department of Transport qualification with a minimum level of SAMSA Category E (one mile offshore, recognised harbour launch).
- 3.9.6 Where keel boat sailing Activities take place on Coastal waters, the Activity Leader shall hold the required Department of Transport qualification for the voyage with a minimum level of Day Skipper (15 miles offshore, 25 miles from home port).
- 3.9.7 For all Boating on these waters there must always be an Adult Member who is the designated Contact Person, on the shore or in a rescue boat, with communications to the rescue services and where possible, with the Boat.
- 3.9.8 The Activity Permit may require additional observers to be appointed, who have communications with the Contact Person, e.g. for river canoeing or Activities out of sight of the launch site.
- 3.9.9 Patrol Activities may only take place on Coastal waters if the Contact Person is a Warranted Scouter with a minimum qualification of Day Skipper (15 miles offshore, 25 miles from home port) for sailing or SAMSA Category E (one mile offshore, recognised harbour launch) for power boating.
- 3.9.10 When Cubs participate in Water Activities on these waters the ratio of Cubs to adults shall be not more than four Cubs to one Adult.

#### 4. Definitions

Boat	A watercraft of any size designed specifically for transportation of persons for any reason and by any means. "Boat" includes all vessels of a permanent construction i.e. canoes, rowing boats, gigs, dinghies, sail boards, yachts and motorboats, but excludes vessels of a non-permanent construction, e.g. inflatable tubes, airbeds and rafts.
Boating	Any Activity on any water which utilises a Boat, Raft or any other buoyant device or structure.
Crew	Persons aboard any aircraft, boat or raft who have a role in the operation of, or training in the operation of the craft.
Licences	This term includes 'Licences', 'Charge Licences' and 'Water Awareness Certificates', which the Activity Leader is required to hold for Camping, Swimming, Air and Water Activities as defined.

Lifeguard	A person who is posted where they have unobstructed view of the swimming area. Their duty is to look out for signs of danger or distress among the swimmers and raise an alarm when necessary. If they have a Lifesaving qualification, they may also be designated responsibility for performing rescues if required
Passengers	Persons aboard any boat or raft, who do not participate in the safe operation of the craft.
Raft	A temporary buoyant construction, usually, but not solely, assembled from wooden spars, lashings and buoyant containers.
Life savers	One or more competent adult swimmer(s), or Scout(s) holding the Lifesaver interest badge acting as Lifesavers for the duration of the activity.

## APPENDICES

### Appendix 1: SSA National Classification of Water Bodies

#### 1. Introduction

This document sets out the SCOUTS South Africa National Classification of water bodies in South Africa on which Scout activities are known to take place or may take place. It forms part of and should be read in conjunction with, the current version of the Safe Scouting Policy.

This Annexure was current at the date of publication, shown in the footer. The Current policy and this Annexure are those on the SSA Website at the time of an Activity.

Water bodies are classified by SSA because Water Licenses are valid for a particular activity and class of water body.

Any Region may apply for the classification of another water body or a reclassification of a listed water body, by written application, with motivation, to the National Coordinator Water Activities or to [info@scouts.org.za](mailto:info@scouts.org.za).

Currently there are four classes of waters upon which Scout activities take place. These are Coastal (i.e. the sea), White Water, Special Inland Water and Flat Water.

#### 2. Factors Considered in Classification of Water Bodies

- 2.1 The primary reason for classifying bodies is because the risks vary significantly for each class of water body. The training provided for each class of Water Licence takes account of these differences. SSA's priority is the safety of Scouts at all times and conditions affecting the risks associated with an activity on any class s of water body can vary rapidly. The Activity Leader should be alert at all times for potential risks.
- 2.2 When classifying water bodies, for this list and when Regions wish to apply for Classification or reclassification, to the National Coordinator Water Activities, or the Regional Coordinator Water activities is considering an application for a temporary reclassification of a Special Inland Water body for a particular event, the following should be considered.
- 2.3 All harbours and estuaries which are open to the sea (where the sea conditions influence the water body) are classified as Special Inland Waters.
- 2.4 The outer (seaward) limit of a harbour or estuary which is classified as Special Inland Water is no further than the beginning (land end) of groins, breakwaters or finger like harbour walls forming the harbour or estuary. i.e. these Special Inland Waters are bounded by land, which may have man made protection along it.
- 2.5 Water beyond those limits is classified as Coastal Water.
- 2.6 The default classification for inland waters is if the water surface area, when the lake or dam is full is greater than 500 Ha, then the body is a "Special Inland Water".



2.7 In classifying a smaller water body as "Special Inland Waters" or applying for a larger water body to be classified as "Flat Water" the following, which have led to the default classification, should be considered;

- The distance to shore: A long thin water body may be safer than a smaller but wide water body
- The wave height associated with exposure to the sea or the fetch across the water body
- The strong winds and sudden storms that can be experienced on the water body
- Possible tidal effects, especially strong outgoing tides or currents
- Rescue facilities that are immediately available
- Habitation on the shore and road access for rescue services
- Dangerous wildlife: Hippos, Crocodiles, sharks etc.
- Security of the venue

### **3. Coastal Waters**

These are defined as the open sea and any open water, directly connected to and affected by the sea, that is beyond the land end of the groins, breakwaters or harbour walls that form the harbour or estuary, i.e. it is outside the limits of a harbour or estuary.

### **4. White Water**

4.1 All flowing water i.e. all rivers, are classified as White Water.

4.2 In terms of the Safe Scouting Policy the Regional Coordinator Water Activities has the authority to reclassify a defined section of a river as flat water for a particular event and limited duration. The National Coordinator Water Activities must be given written notification, with relevant details, of the Re-Classification.

### **5. Special Inland Waters**

5.1 Special Inland Waters are classified as such for safety reasons. Those responsible for water activities on Special Inland Waters require specific training to guide them in taking responsibility for water activities on such waters. Particular safety measures may be required for safe boating on each of these waters.

5.2 The main factors considered in the classification and that affect the safety of water activities on Special Inland waters are given in section 2.2.3

5.3 Those criteria should be considered by the Regional Coordinator Water Activities when considering request for a temporary re-classification, when proposing a classification for a new water body or requesting a revised classification of a water body (Flat Water to Special Inland Water or vice versa)

5.4 The following are automatically classified as Special Inland Waters and are not necessarily all listed below.

5.4.1 All Harbours and Estuaries.

- 5.4.2 Estuaries and large fresh water coastal lakes which do not form part of national harbours.
- 5.5 The Regional Coordinator Water Activities may, for a particular event and limited duration re classify a water body designated as "Special Inland Waters" as "Flat Water" subject to a set of restrictions which they deem appropriate.
- 5.6 Such restrictions may include limitations on the portion of the water body which may be used (i.e. a maximum distance from the point of control to the activity, maximum wind strength and wind direction, the types of boats which can be used for the event. etc.).

## 6. Classification of Water Bodies by Region

The currently classified water bodies in each Region are listed below as either "Special Inland Water" or "Flat Water". A water body surface area of 500 Hectares has been used for the division between dams that are Flat Water and dams that are Special Inland Water and estuaries.

The approximate surface area in Hectares (10 000 Sq. metres or 1/100 Sq. km) is also generally shown.

The list contains most of the locations where water activities are known to or may take place, but it is not necessarily a complete list. Dams not appearing on the list above may be referenced here:- [https://en.wikipedia.org/wiki/List\\_of\\_dams\\_in\\_South\\_Africa](https://en.wikipedia.org/wiki/List_of_dams_in_South_Africa)

Likewise, only the main estuaries have been listed here for the coastal Regions. There are numerous other small blind estuaries along the entire coastline and the Regional Coordinator for Water Activities can reference and evaluate these by referring to the following [https://en.wikipedia.org/wiki/List\\_of\\_estuaries\\_of\\_South\\_Africa](https://en.wikipedia.org/wiki/List_of_estuaries_of_South_Africa)

### 6.1 Eastern Cape North

Special Inland Waters		Flat Waters	
Great Fish River Estuary		Seekooi River Estuary (blind)	50
Mbashe River Estuary			
Mzimvubu River Estuary (Port St Johns)			
Gariep Dam	35200		

### 6.2 Eastern Cape South

Special Inland Waters		Flat Waters	
Bushman's River Estuary			
Coega Harbour			
East London Harbour			
Gamtoos River Estuary			
Great Fish River Estuary			
Kariega River Estuary			

Kei River Estuary			
Kromme River Estuary			
Port Elizabeth Harbour			
Port Alfred Harbour			
Swartkops River Estuary			
Sundays River Estuary			
Wriggleswade	1 000		

### 6.3 Free State

<b>Special Inland Waters</b>		<b>Flat Waters</b>	
Alleanskraal Dam	2 648	Mazlespoort Dam	
Sterkfontein Dam	6 726	Rustfontein Dam	
Van der Kloof Dam	13 200		
Vaal Dam	32 200		
Gariiep Dam	35 200		

### 6.4 Gauteng

<b>Special Inland Waters</b>		<b>Flat Waters</b>	
Vaal Dam	32 200	Emmarentia Dam	7
Bronkhorstspuit Dam	960	Florida Lake	22
		Benoni Lake	40
		Germiston Lake	64
		Roodeplaat Dam	360

### 6.5 Kwa-Zulu Natal

<b>Special Inland Waters</b>		<b>Flat Waters</b>	
Wagendrift Dam	508		
Goedertrou	800		
Mzingazi	1 100		
Inanda Dam	1 200		
Midmar Dam	1 500		
Spioenkop Dam	1 530		
Albert Falls Dam	2 350		
Woodstock Dam	2 916		
Kosi	3 000		
Sibaya	4 000		
St Lucia	29 500		
Durban Bay Harbour			
Richards Bay Harbour			
Mzimkulu River Estuary			
Tugela River Estuary			
Umzumvubu River Estuary			
Umgeni River Estuary			
Umkomaas River Estuary			
Umtamvuna River Estuary			

## 6.6 Limpopo

Special Inland Waters		Flat Waters	
Tzaneen Dam	1 163	Ebenezer Dam	386

## 6.7 Mpumalanga

Special Inland Waters		Flat Waters	
Blyderivierpoort	2 500		
Loskop Dam	2 430		

## 6.8 Northern Cape

Special Inland Waters		Flat Waters	
Van der Kloof Dam	13 200		
Gariiep Dam	35 200		

## 6.9 North West

Special Inland Waters		Flat Waters	
Hartbeespoort Dam	1 700	Boskop Dam	374

## 6.10 Western Cape

Special Inland Waters		Flat Waters	
Swartvlei	790	Sandvlei	55
Kleinrivier lagoon	915	Island Lake (Wilderness)	130
Botrivier lagoon	1 020	Groenvlei Lake	238
Botrivier lagoon	1 020	Rietvlei (Milnerton)	70
Langebaan lagoon	2 500	Zeekovlei	222
Saldahna Bay Harbour			
Brandvlei	3 600		
Theewaterskloof	3 700		
Breede River Estuary			
Cape Town Harbour			
Knysna Lagoon/Estuary			
Mossel Bay Harbour			

## Appendix 2: Personal Floatation Devices (PFD's)

The following guidelines are provided for assessing the suitability of Personal Floatation Devices (PFD's) and their fitness for use.

### 1. Powerboats

Power boats require the correct number of PFD's, with approved SABS markings as part of their annual Certificate of Fitness issued by SAMSA.

### 2. Design of PFD

The design of PFDs varies for different applications such as recreational boaters, sailors, canoeists, kayakers, passengers and crew of aircraft and of commercial vessels. PFD designed specifically for paddling will differ from those designed for sailing or water-skiing.

### 3. Buoyancy Aid vs Life Jacket

All types of PFDs are often incorrectly referred to as lifejackets, but this is incorrect. A buoyancy aid or PFD will assist a person to remain on the surface of the water but requires the wearer must be conscious and able to keep their head above the water. A proper lifejacket will turn an unconscious person face up and keep their head above water.

For a PFD to qualify as a lifejacket, it must conform to the requirements of Chapter II of the SOLAS International Life-Saving Appliance (LSA) Code.

### 4. Maintaining PFDs

Only personal floatation devices that are in good, working condition are safe to use. PFDs that are damaged in any way should be discarded immediately as even the slightest damage can greatly reduce their effectiveness.

**Check for damage.** Rips, tears, cracks, holes, or any other significant wear are an indication that a PFD should not be used. This type of damage can lead to decreased functionality and may not keep someone afloat.

**Check for waterlogging.** If a PFD appears to become saturated after being used in the water, there is a good chance that the PFD is permanently damaged, and the buoyant material has been compromised. A PFD that absorbs water can actually weigh the person down more than help keep them afloat.

**Check for air leaks.** If, after gently squeezing an inflatable PFD, air can be heard to be escaping the buoyant material, it is likely that there is damage to the exterior casing, which creates the potential for water to enter the PFD and decrease buoyancy.

**Check for mildew.** A PFD that smells or appears mouldy is not shedding water properly. It is likely that water has saturated into the PFD and it is no longer viable and should be discarded.

**Check the buoyant material.** If the buoyant material inside the PFD appears to have shrunk, the amount of buoyancy produced by the PFD is likely lower than intended and may not be as effective in keeping someone afloat. If there seems to be excessive amounts of open space between the outer covering material and the internal buoyant material, it most likely has shrunk.

**Never alter a PFD in any way.** If a PFD needs to be altered to fit an individual, then another one should be found. If any alterations are discovered, immediately discard that PFD as its effectiveness may be compromised.

**Allow PFDs to dry before placing in storage.** Storing a wet PFD can cause the buoyant materials to break down which ultimately decreases the PFD's floatation ability. While allowing a PFD to dry is important, it is not recommended to aid the drying of a PFD in any unnatural way like putting them in the dryer or placing them on a radiator.

**Do not use PFDs for anything other than their intended use.** Using any type of PFD as a boat bumper, kneeling pad, or seat cover can decrease the device's buoyancy. The buoyant material inside the PFD can break down when crushed so avoid using them for anything other than their intended use.

**Store your PFDs properly.** Keeping your PFDs away from excess moisture and heat can help preserve their buoyancy and keep them effective longer. Store them in cool, dry places and keep them out of direct sunlight when not in use. In addition, storing them in a secure place can prevent someone from misusing, altering, or tampering with a PFD.

## 5. Usage Requirements

The PFD must be correctly sized and fitted to the wearer. A PFD that is too small may not provide sufficient buoyancy and a PFD that is too large may float over the head of the swimmer, thus smothering them. The wearer should be able to float comfortably with their head well out of the water. If the PFD rides up on the wearer this could indicate that the PFD is too large.

Whether using a PFD that fastens via zips, clips or clamps, it is important that it closes completely and stays closed while wearing it. To make sure a PFD fits and fastens properly, lift your arms above your head and have someone grab the top of the arm openings and lift upward, if the PFD stays in place it will most likely not come loose in the water.

A PFD must be worn:

- By all crew in dinghies, canoes and kayaks

- By all children under 12 years of age when above deck at all times when the vessel is underway.
- By any other person on board a vessel at such times as the skipper may direct.
- By every person on board including the skipper whenever the vessel operates in rough sea or water conditions.
- During all nighttime operations
- When carrying out any other work onboard a vessel where there is a risk of being lost overboard

## **Appendix 3: The Tally System for Water Activities**

### **1. Introduction**

- 1.1 Where more than 15 Boats are taking part in an Activity a Tally system must be used.
- 1.2 The Tally system requires that each participating boat, upon registration for the Activity, is given a unique number (1,2,3 ....etc.) and a "Tally" carrying the same number.
- 1.3 It also requires a "Tally Board" with a numbered place where each Tally can be placed.

### **2. Wet Tally System**

- 2.1 The Tally can get wet without becoming illegible or disintegrating (e.g. a plastic, metal or wooden disc, laminated card etc. on a necklace, a rubber wrist band etc.)
- 2.2 The Tallies are each to be placed on the Tally Board, by the boat crew as soon as they have been issued. They must also be on the Board whenever the boat is on the shore. Tallies that have not been issued are kept on the Tally Board
- 2.3 Before the boat launches the crew must remove the Tally and take it with them. Any boat launching without taking their Tally may be disqualified or prevented from participating in that Day's activity.
- 2.4 No boat should launch before a Rescue Boat is on the water.
- 2.5 When each boat returns to shore at any time and at the end of the Activity, the Tally must be returned to the Tally Board
- 2.6 At the end of the Activity the Activity Leader checks the Tally Board and the Rescue Boat may only come ashore when the Activity leader confirms all the tallies are on the board. (i.e. all the boats are on the shore)
- 2.7 Any boat returning to shore and failing to return their Tally to the Tally Board within 15 mins of landing may be disqualified or prevented from taking part for the rest of the day.

### **3. Dry Tally System**

- 3.1 If waterproof Tallies are not available, the system can be operated in reverse.
- 3.2 When the boat registers and the Tally is issued a member of the crew keeps the Tally safe.
- 3.3 Unissued tallies are kept by the Activity Leader.
- 3.4 Before launching the Tally for each Boat must be paced on the Tally Board which may be as simple as squared paper with a numbered square for each Tally.
- 3.5 Within 15 mins of coming ashore the Tally must be removed from the Tally Board and kept safely
- 3.6 The Rescue Boat may not return to the shore until all the tallies have been removed from the Tally Board