



BOYS & GIRLS CLUB
OF LAKE TAHOE

Boat Safety Plan

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Revision History

Revision Number	Revision Date	Revised By	Description of Change
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Introduction

Purpose

The Boys and Girls Club of Lake Tahoe (BGCLT) is committed to providing a safe and educational environment for all members and employees.

The purpose of this plan is to establish requirements for the safe operation and management of BGCLT's boat. The Small Boat Safety Plan is designed to provide guidance, enhance safety, and familiarize participants with general operating standards and procedures for operation of the Boys and Girls Club boat.

Specific examples of boat operations under BGCLT's auspices include the following: recreational activities for members, educational programs for members, staff training activities, recreational boat for staff, Board Members or donors.

All BGCLT members and staff, as well as other personnel involved in small boat operations, are required to adhere to the provisions of this plan.

References

The following documents related to small boat operations and safety were consulted in the preparation of this Manual:

485 DM, Chapter 22, Watercraft Safety, Department of Interior.

33 CFR, Navigation and Navigable Waters, Boating Safety, U.S. Coast Guard, Department of Homeland Security.

The NOAA Small Boat Standards and Procedures Manual, 4th Edition.

Scientific Boating Safety Association Boating Safety Manual (rev. December 2016)

Responsibilities

Safety Committee

The Safety Committee consists of the Club Director, a Chair (member of the Board), local representative from public safety organizations, representatives from the Club sites.

1. Has authority over the Small Boat Safety Program.
2. Shall periodically review and revise the Small Boat Safety Plan.
3. Shall assure compliance with the Small Boat Safety Plan.
4. Shall take disciplinary action for unsafe practices.
5. Shall suspend boating operations that are unsafe or unwise.
6. Shall sit as a board of investigation to inquire into the nature and cause of violations of the organizational member's boating safety manual.

Boat Captain and Program Directors

1. The externally hired Boat Captain and internal Program Directors are personally responsible for assuring that all boat operations, under their direction, are conducted in accordance with the safety plan.
2. The Boat Captain and Program Directors are required to meet the safety standards of this plan and have on-board the safety equipment as outlined in Appendix II, regardless of ownership of the vessel.

Administrative Procedures and Training Requirements

The regulations in this plan must be observed wherever Small Boat Operations are carried out under the auspices of BGCLT. All Captains and staff must follow the provisions of the plan, and all equipment used must conform to [U.S. Coast Guard requirements](#).

The BGCLT boat is to be used for recreation and education on Lake Tahoe and can only be operated by a licensed boat captain, hired and approved by the safety committee.

Trailing, Launching and Retrieving

Trailing, launch and retrieval of the BGCLT boat will only be carried out by a licensed captain and/or a professional company hired for the purpose. The SC will ensure that the persons/business hired meet all licensing requirements and are fully insured.

Administrative Procedures and Record Keeping

Float Plan

All recreational or educational trips on the BGCLT boat must file a Float Plan (See Appendix II). This ensures that BGCLT administration know when and how the boat will be operated and the intended destination and return time of the boat.

Accident Reporting

All incidents should be reported to the BGCLT administration immediately. A reportable incident is defined as follows:

- a) Someone is injured or hurt.
- b) A vessel breaks-down while in use in any manner that is not easily remedied, suffers more than minor hull damage, or is involved in a near-accident or other unsafe event whether on land or in the water.

Operational Procedures

All participants, staff and hired Boat Captains will, at a minimum, conform to U.S. Coast Guard requirements and to the standards set forth in this manual.

Captain

Only a fully licensed captain, approved and hired by the SC is permitted to drive and manage the BGCLT boat. BGCLT staff will only provide group management and assistance and must take all direction from the Captain.

Safety guidelines

Each boat must be equipped with enough life jackets (one per person) to meet the USCG maximum occupancy rating, fire extinguishers, anchors with rope (line), first aid kits, oars (one required per boat), flares/signal kits, whistles, vessel registration and throwable (type 4) PFDs. Lights are also to be carried and used after dark, or in restricted visibility (rain, fog, etc.). The Captain is responsible for verifying this equipment is onboard before departing.

Life jackets must be worn by all BGCLT members and staff for the duration of your trip. You are required to have one Type-I life preserver for each passenger and as the majority of passengers will be children,

the lifejackets must be available in children's sizes. Extra life jackets must not be used as seat cushions. The anchor line can be attached to the forward bow cleat. The fire extinguishers should be stored securely. Vessel registration forms are stored in the cabin, along with the first aid kit.

Communications

The BGCLT boat is equipped with a VHF communications device that permits it to communicate ashore from the maximum distance offshore where the boat will operate. Additionally, small boat operators must bring a working cell phone.

Weather

No small boats are to go out when small craft are cautioned to stay in port (i.e. small craft advisories). Small craft advisories are issued by the National Weather Service (NWS).

Safety Checks and Rules

Prior to Departure the boat operator shall:

1. Perform a pre-departure risk assessment. Risk assessment considerations are outlined in Appendix III.

2. Inform all passengers of emergency procedures – man overboard, fire, and abandonment and methods for seeking assistance.
3. Inform all passengers of the location of emergency equipment.
4. Inform all passengers of additional hazards and appropriate precautions for the environment, weather and objectives of the operation.

After Returning:

1. Upon return the operator will check in with shore contact person. The shore contact person should be indicated on the Float Plan along with their contact information.
2. Note any problems with the boat or equipment that occurred and inform BGCLT within 24-hours.

REMEMBER, ABSOLUTELY NO ALCOHOL OR DRUGS ARE EVER ALLOWED!

REMEMBER, ALL STAFF AND MEMBERS MUST STAY IN THE BOAT AT ALL TIMES. THIS INCLUDES NO LEANING OVER THE EXTERIOR OF THE BOAT, KEEPING ALL HANDS INSIDE THE BOAT INTERIOR, AND REMAINING SEATED UNLESS THE BOAT IS DOCKED OR ANCHORED!

Emergency

In the event of an accident or injury, render required first aid on the scene (first-aid kit located onboard), and secure professional medical attention as needed. Any such incident is to be reported immediately to the [**BGCLT Administration on 530 542 0838.**](tel:5305420838)

Mechanical Problems

A general troubleshooting guide is located onboard the vessel. Any mechanical or equipment problems are to be reported to the BGCLT Administration directly.

Insurance

BGCLT has obtained boat insurance in compliance with State and Federal regulations.

Inspections

The boat shall be inspected at least bi-annual at the start and end of summer by a professional captain and mechanic hired by BGCLT.

Appendices

Appendix I – Float Plan

PERSON FILING PLAN

NAME: _____

PHONE NUMBER: _____

DESCRIPTION OF BOAT

TYPE: _____

REGISTRATION NUMBER: _____

PERSONS ON BOARD

NAME	AGE	NAME	AGE
1:		2:	
3:		4:	
5:		6:	
7:		8:	
9:		10:	
11:		12:	

CIRCLE:

PFDs FLARES WHISTLE PADDLE FIRE EXT ANCHOR

RADIO CHANNEL

TRIP DETAILS

LEAVING FROM: _____

GOING TO: _____

LEAVING DATE/TIME: _____

RETURNING DATE/TME: _____

IN NOT RETURNED BY _____ CALL:

COAST GUARD: VHF CHANNEL 16 OR DIAL 911

OTHER: PHONE #

OTHER INFORMATION:

Appendix II – Risk Assessment Considerations

Introduction

1. Accept risk when benefits outweigh costs.
2. Risk is inherent in boat operations.
3. Risk is also related to gain; normally, greater potential gain requires greater risk.
4. The goal of risk management is not to eliminate risk, but to manage it so that missions can be fulfilled with the minimum amount of exposure to potential harm or loss.
5. Only take risks which are necessary to accomplish a mission.
6. Taking unnecessary risks not related to successful mission completion is equivalent to gambling. Gambling is an imprudent activity that does not belong in risk management.
7. Anticipate and manage risk through proper planning. Risks are more easily controlled when they are identified early.

Resources: Boat and Equipment, Supervision, Communications, and Support.

1. Is the boat adequate for the trip?
2. Is it properly equipped with operational and safety equipment? Are the boat and equipment functional and current?
3. Is there adequate oversight and supervision for this kind of boat, trip, and equipment?
4. Is there administrative and practical support (like fuel and food) for the trip?
5. Is a communications plan in place?
6. Is back-up or rescue available?

Environment:

1. Is the lake environment inherently hazardous (i.e., a surf zone, ice, rocks, shallow water, etc.)?
2. Is it remote or inaccessible to the USCG or EMS?
3. Is it a new environment for this captain?
4. Will boat traffic, debris, or current impact operations?

Team Selection: Experience, Training, and Familiarity.

1. Have the captain, BGCLT staff and BGCLT members performed this kind of trip before with this kind of boat and equipment, and with each other?
2. Have they operated in this environment before?
3. Is the equipment new or un-tested?
4. Is everyone properly trained for this trip?

Fitness: Physical and Mental.

1. Is the team well rested and ready to work?
2. Does everyone understand the purpose of the trip, and are they capable of performing it?
3. Will weather, stress, or living conditions pose mission, safety, or crew exposure/fatigue problems?

Weather:

1. Are current and expected weather conditions acceptable?
2. What are the likely effects of the expected weather on the mission and safety?
3. Does it pose a problem to the gear that will be used?
4. Is there a plan to mitigate hazards or mission failure, or safely cancel, if the weather is worse than expected?