

# **Roger Williams University Waterfront Safety Plan**



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# Section 1: General Information

## (Applicable to All Waterfront Usage)

### PURPOSE

The purpose of the Roger Williams University Waterfront Safety Plan is to prevent the loss of life, personal injury, property damage, and environmental impact associated with recreational and educational use of the waterfront, through preventative means, in order to maximize the safe use and enjoyment of Mount Hope Bay.

### INTRODUCTION

Located on the Mount Hope Bay, Roger Williams University (RWU) has a robust waterfront research and recreation program that is active throughout all of the calendar year. RWU Bristol campus waterfront activities include a dynamic landscape of marine related academic research, varsity and club sports (ex. sailing), organized recreational programs (ex. kayaking), fishing, boating, use of the shell path/walking trail, and various other shore side-related activities

This document has been prepared to ensure the waterfront safety of all RWU students, staff, faculty, and visitors at the Bristol main campus and University authorized offsite locations. Waterfront users should read this document periodically to ensure familiarity with waterfront safety policies and pre-planned emergency response procedures. This plan may be amended from time to time to ensure the greatest waterfront safety, given available resources and insight. At a minimum, this plan will be reviewed annually by the RWU Department of Environmental Health and Safety and updated as necessary.

### IMPLEMENTATION AND ENFORCEMENT

RWU waterfront program coaches and coordinators, and Marine and Natural Science and staff faculty, are responsible for implementation and enforcement of the waterfront safety requirements contained within this plan. All waterfront program coaches and coordinators should regularly review the Waterfront Safety Plan and ensure that all staff and students under their supervision are properly trained in waterfront safety and emergency procedures. Violations of the Waterfront Safety Plan directives will be addressed via the available RWU sanctions. Recurring incidents and/or blatant disregard of waterfront safety policies or procedures will result in loss of waterfront usage privileges and be referred to the appropriate dean/department head for resolution.

## Section 2: Waterfront Communication Systems (Applicable to All Waterfront Usage)

### COMMUNICATION SYSTEM DESCRIPTIONS

The RWU waterfront safety program has redundant communication systems in place. The layered waterfront safety communication systems range in technology from basic whistle signals to a public address/siren warning system. The following is a description of each communication system and the associated protocols specific for waterfront safety and waterfront emergency.

#### ***Safety Whistle (Required on each non-motorized personal waterfront craft)***

All non-motorized personal waterfront craft will be equipped with a safety whistle. Safety whistles will be tested prior to use of any RWU watercraft. In the event of a water emergency, the craft user will signal distress with repeated short blasts on the whistle. Upon hearing a whistle distress signal, the waterfront monitor, or other shore-based waterfront personnel, will contact Public Safety contacted immediately via two-way handheld radio or by phone at extension 3333 or 401-254-3333.

#### ***Marine VHF Radio (Required on each motorized waterfront vessel)***

Marine VHF radios are intended for short range communications, generally 5-10 nautical miles, and USCG station communications up to approximately 20 nautical miles. VHF Channel 16 (156.800 MHz) is reserved worldwide for distress, safety, and calling.

Each motorized waterfront vessel will be equipped with a VHF marine radio. In accordance with watercraft regulatory requirements, vessels equipped with a VHF marine radio (whether voluntarily or as required) must maintain a watch on Channel 16 whenever the radio is not being used to communicate. In addition to use as the distress/safety/calling channel, the U.S. Coast Guard announces storm warnings, weather advisories, and other urgent marine information broadcasts on VHF Channel 16.

#### ***Two-Way Handheld UHF Radio (Required for each waterfront program)***

Each waterfront program will have a two-way handheld UHF radio tuned to the RWU Public Safety channel. Continuous access to a handheld radio is a requirement for each waterfront safety program to ensure direct, reliable two-way communications. While cell phones provide an alternate means of communication, their usage is subject to inherent shortfalls (poor cell phone signal, no coverage areas, dead battery, etc.) and will not be relied on as a sole means of two-way communication with RWU Public Safety.

A daily communication check with Public Safety dispatch will be conducted for each portable radio prior to use. Proper radio/telephone (R/T) procedures will be followed at all times. Portable radios will be left in docking stations whenever not in use to ensure fully charged batteries for the next user.

#### ***Rave Alert / Guardian (Strongly recommended for each waterfront program)***

Rave Alert is a secure web-based and fully hosted emergency communication system that sends voicemail, e-mail, and text messaging. Rave Guardian is a free cellphone app

provided by RWU that uses a “Panic Button” to provide direct communication with Public Safety and 911.

Each waterfront program will make every effort to maintain connectivity to the Rave Alert emergency communication system and Rave Guardian System. Furthermore, each waterfront program will heed all warnings/emergency messages promulgated via the Rave emergency communication system. Upon receipt of any emergency message, all waterfront programs will discontinue operations immediately and await University/Department of Public Safety approval to restart waterfront activities.

***Cooper Mass Notification System (Applicable to/required for all waterfront programs)***

The Cooper Mass Notification system is a public address/ siren warning system that sends audible pre-recorded and/or live emergency messages to the RWU waterfront users via a high-powered campus speaker system. Pre-recorded or live emergency messages will usually be preceded by a 30 second siren warning signal designed to alert waterfront users of the pending emergency message.

Each waterfront program will heed all warnings/ emergency messages promulgated via the Cooper Mass Notification emergency communication system. Upon receipt of any Cooper Mass Notification system emergency message, all waterfront programs will discontinue operations immediately and take action consistent with the information that is provided. If the voice instructions through the Cooper Notification system are clearly understood, they should be followed. If the siren is heard but voice instructions are not clearly understood, it is recommended that listeners seek shelter and then get more information.

**EMERGENCY CALL PROCEDURES**

Proper radio/telephone (R/T) call procedures can greatly reduce emergency response times. When calling to report a waterfront emergency, the caller should never be the first person to end the call. This is important because Public Safety may still require additional information that the caller has inadvertently omitted and that could delay appropriate emergency support required for the specific nature of the emergency.

Procedures for non-watercraft emergency calls and watercraft emergency calls (mayday radio calls) are on the following page. The following page can be printed separately and stored in a highly visible location for easy reference.

## WATERFRONT EMERGENCY CALL PROCEDURES POSTER

### Non-Watercraft Emergency Call Procedures

1. If you have a two-way handheld UHF radio, key the radio microphone by pressing the push-to-talk button and state "Roger Williams University Waterfront to Public Safety." If you do not have a two-way handheld UHF radio, call Public Safety via an on-campus telephone at ext. 3333 or via an off-campus telephone at 401-254-3333.
2. Wait for Public Safety to acknowledge the call. Repeat initial calling address at intervals until call is answered.
3. Upon Public Safety call acknowledgement, state "Waterfront emergency at (location)." Then report:
  - a. Name of caller
  - b. Phone number calling from (if applicable)
  - c. Nature of distress (injury, fire, etc.)
  - d. Report any known injuries and/or medical assistance required

### Watercraft Emergencies (Mayday Call Procedures)

1. If you have a VHF marine radio, tune it to channel 16. Unless you know you are outside VHF range of shore and ships, call on channel 16 first. Follow this call method:
  - a. Distress signal "MAYDAY" spoken three times.
  - b. The words "THIS IS" spoken once.
  - c. Name of vessel in distress (spoken three times) and call sign or boat registration number, spoken once.
  - d. Repeat "MAYDAY" and name of vessel, spoken once.
  - e. Give position of vessel by latitude or longitude or by bearing (true or magnetic, state which) and distance to a well-known landmark such as a navigational aid or small island, or in any terms which will assist a responding station in locating the vessel in distress. Include any information on vessel movement such as course, speed and destination
  - f. Nature of distress (sinking, fire etc.).
  - g. Kind of assistance desired.
  - h. Number of persons onboard.
  - i. Any other information which might facilitate rescue, such as length or tonnage of vessel, number of persons needing medical attention, color hull, cabin, masks.
  - j. The word "OVER"
  - k. Repeat at intervals until an answer is received.
2. Stay by the radio if possible. Even after the message has been received, the Coast Guard can find you more quickly if you can transmit a signal on which a rescue boat or aircraft can home in.
3. If your watercraft has an HF radiotelephone, tune to 2182 kHz and send the radiotelephone alarm signal if one is available.

### Example Mayday Call

**MAYDAY-MAYDAY-MAYDAY**

**THIS IS BLUE DUCK-BLUE DUCK-BLUE  
DUCK WA1234**

**MAYDAY BLUE DUCK**

**CAPE HENRY LIGHT BEARS 185  
DEGREES MAGNETIC-  
DISTANCE 2 MILES STRUCK  
SUBMERGED OBJECT  
NEED PUMPS-MEDICAL ASSISTANCE  
AND TOW THREE ADULTS, TWO  
CHILDREN ONBOARD ONE PERSON  
COMPOUND FRACTURE OF ARM**

**ESTIMATE CAN REMAIN AFLOAT TWO  
HOURS**

**BLUE DUCK IS THIRTY TWO FOOT  
CABIN CRUISER-WHITE HULL-BLUE  
DECK HOUSE**

**OVER**



## Section 3: Weather Monitoring Procedures (Applicable to all Waterfront Usage)

### WEATHER MONITORING

Each waterfront program is responsible for weather monitoring for their program. For Athletics programs, weather monitoring is the collective responsibility of the Waterfront Coordinator, the waterfront program coaches, and safety monitors. For CEED programs, weather monitoring is the collective responsibility of the Small Boat Manager and boat operator(s). Reliable waterfront weather conditions can be obtained through the National Weather Service (NWS), National Oceanic Atmospheric Administration (NOAA), and USCG weather advisories promulgated on VHF Channel 16 and 22. The following list describes the different types of weather warnings and watches that may be issued, and the procedures to follow for determining operations/planning for each waterfront group.

#### *Small Craft Warnings*

A small craft advisory is a type of warning issued, mostly in coastal areas by the National Weather Service. It is issued when winds have reached, or are expected to reach within 12 hours, speeds of 25 to 38 mph.

##### *When a small craft warning is in effect:*

**Athletics:** Consult the Waterfront Coordinator before engaging in waterfront activities. **CEED:** Consult the Small Boat Manager before engaging in waterfront activities.

#### *Gale Warnings*

A gale warning is an advisory or warning, also issued by the local competent authority, about the existence of winds 39 to 54 mph or the imminent occurrence of gale force winds at sea. The purpose of gale warnings is to allow mariners to take precautionary actions to ensure their safety at sea.

##### *When a gale warning is in effect:*

**Athletics:** The Waterfront Coordinator will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice.  
**CEED:** The Small Boat Manager will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice.

#### *Storms*

In the United States, storm warnings and watches are issued by the National Weather Service, which is itself a branch of the NOAA. Additionally, the NWS breaks down storm warnings and watches based upon the specific type of hazardous weather. These warnings and watches include, but are not limited to, hurricanes, tornadoes, and severe thunderstorms. The term "storm warning" is also used by the NWS to warn of high wind conditions not associated with tropical cyclones.

##### *Storm Watch*

A storm watch typically refers to an advisory issued by an official meteorological department to indicate that conditions are favorable for the development of dangerous weather patterns, although the dangerous weather

conditions themselves are not currently present. The NWS defines a watch as "the risk of a hazardous weather or hydrologic event [increasing] significantly, but its occurrence, location, and/or timing is still uncertain."

**When a storm watch is in effect:**

**Athletics:** The Waterfront Coordinator will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice. **CEED:** The Small Boat Manager will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice.

***Storm Warning***

A storm warning generally refers to an advisory issued by an official meteorological department to warn citizens of approaching dangerous weather. The NWS defines a storm warning as "hazardous weather or hydrologic event [that] is occurring, is imminent, or has a very high probability of occurring".

**When a storm warning is in effect:**

**Athletics:** The Waterfront Coordinator will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice. **CEED:** The Small Boat Manager will issue notice to all scheduled waterfront users that watercraft activities are suspended until further notice.

***Severe Weather***

The RWU Severe Weather Plan and RWU Emergency Response Plan (ERP) provide additional guidance for tropical storm/hurricane watches and warnings. The RWU Severe Weather Plan has been established to provide direction for those individuals who are involved in the effort to mitigate the effect of a hurricane or any other type of tropical storm. More specifically, Roger Williams University provides guidelines and establishes protocols for the organized response to a hurricane. It addresses pre-storm preparation and post-storm recovery, as well as on-campus management during the storm.

***Tropical Storm/Hurricane Watch and Warning***

A tropical storm is an organized, tropical, low-pressure system with a defined circulation and with sustained winds between 39 and 73 mph. A tropical storm watch is issued when tropical storm conditions are possible within 36 hours. A tropical storm warning is issued when tropical storm conditions are expected in the warning area within 24 hours or less. A hurricane is an intense tropical weather system with a well-defined circulation and sustained wind speed exceeding 73 mph. A hurricane watch indicates a hurricane threat exists for the next 24 to 36 hours. A hurricane warning indicates a hurricane strike is expected within the next 24 hours.

**Waterfront activities of any kind are not permitted during both tropical storm and hurricane watches / warnings.**

## Section 4: Waterfront Emergency Action Plan (Applicable to all Waterfront Usage)

### OBJECTIVE

The Waterfront Emergency Action Plan sets out how the campus community should react in the event of an incident or accident while participating in waterfront activities. It is important to:

- Prevent the accident or incident from deteriorating further
- Ensure the continued safety of waterfront users not immediately involved in the accident or incident
- Ensure that victims are given appropriate care in a timely and effective manner

### OUTDOOR WARNING SYSTEM

All boaters and waterfront users will heed all warnings/emergency messages promulgated via the Cooper Mass Notification emergency communication system. Upon receipt of any Cooper Mass Notification system emergency message, all waterfront programs will discontinue operations immediately and take action consistent with the information that is provided. If the voice instructions through the Cooper Notification system are clearly understood, they should be followed. If the siren is heard but voice instructions are not clearly understood, it is recommended that listeners seek shelter and then get more information.

### PRIORITIES DURING AN EMERGENCY

*The safety and welfare of waterfront users, not equipment, is the number one priority.*

- All injured waterfront users will return to the shoreline.
- Boats can be left and recovered when convenient.
- Protect victims from further harm and make sure lives are not at risk.
- Provide life sustaining aid if required. Ensure no other injuries occur. Try to prevent well-intentioned people from doing more harm than good by moving injured parties unnecessarily.

*People not already involved in the accident / incident should not be put at risk.*

- In the heat of an incident, it is easy to forget that safety and supervision need to be maintained for all people afloat and not just at the scene of the incident.

*Determine which emergency services should be contacted*

- **On shore:** Contact **RWU Public Safety** via Hand Held Radio, Cell Phone, or Blue Light Phone on the Learning Platform. **RWU Public Safety: 401- 254-3333**
- **On the water:** Marine VHF standby and hailing - **Channel 16**

## **STAFF ONSITE AT THE TIME OF THE INCIDENT**

- Assess nature of accident/incident and whether or not it is life threatening
- Organize coverage for any remaining waterfront users on the water to assure their continued safety
- Determine the best course of action regarding other non-motorized and motorized watercraft, including whether the boats should remain on the water, be directed to shore, or to another area of the body of water away from the accident /incident area
- Assist in rescue, if needed and if properly trained
- Provide life support CPR or First Aid, if needed and properly trained
- Have pertinent information of anyone injured in the accident/incident so that emergency personnel have contact information when they arrive
- Appoint designees for the following:
  - Responsible for call to Public Safety at 401-254-3333 or relaying message to onsite Rescue
  - Explain to the emergency dispatcher the place and nature of the emergency
  - Direct emergency vehicles to injured parties if not yet at shore base
- After the immediate incident has been addressed, prepare a written incident report with Public Safety assistance as soon as possible.

**The next page of the Plan discusses the actions to be taken in the event of several types of emergencies. This page can be printed and posted for easy reference.**

## WATERFRONT CRISIS PLANS

### ***Drowning Emergency***

*In the event of a drowning emergency, staff must respond quickly to increase the chances of saving the victim. Lifesaving care should begin immediately, and emergency services should be contacted.*

**The following protocol shall be followed:**

- Responding staff members should assess the situation and attempt to get rescue victim from the water
- Responding staff members should inform RWU Public Safety via VHF Radio or calling 401-254-3333 or call 911. All details should be relayed at this time.
- Once call to RWU Public Safety has been made, responding staff should begin life- saving services.

### ***Concussion***

*Keep any waterfront participant who is suspected of experiencing possible concussion systems out of activities until cleared by a health care provider. Do not try to judge the severity of the injury yourself. Only a health care provider should assess for a possible concussion.*

**The following protocol shall be followed:**

- Responding staff members should inform RWU Public Safety via VHF Radio or calling 401-254-3333 or call 911. All details should be relayed at this time.
- The following information can help a health care provider in assessing the waterfront user after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss right after the injury
  - Any seizures right after the injury
  - Number of previous concussions (if any)

### ***Rescue Response for Dense Fog (For Sailing Participants)***

*Fog is a serious threat. Dense and dangerous fog requires special rules after an Emergency Condition declaration.*

**The following protocol shall be followed:**

- Usage of all sounds and navigation lights, including radar if available, is mandatory.
- A careful checklist of sail numbers is vital. Racers should be instructed to stay within hailing distance the Signal Boat and await further instructions.
- Refrain from giving a compass course to the harbor
- Patrol Boat to escort fleet into the harbor when conditions warrant

## Section 5: Requirements for Waterfront Programming Hosted by Athletics

### REQUIREMENTS FOR ORGANIZED WATERFRONT STUDENT ATHLETIC PROGRAMS

#### ***SWIMMING STANDARDS***

To participate in an organized RWU waterfront athletic program, all students must have successfully completed a supervised swim test.

- When a student registers with a university waterfront program, an RWU coach or other college official shall certify that the student is able to swim at least 50 yards and tread water for five minutes in fresh water while wearing boots, shoes, or sneakers. RWU waterfront program coaches and staff must, at a minimum, meet these same swim test requirements. A comparable American Red Cross organization swim test, with supporting documentation of completion, may be accepted in lieu of the RWU swim test.
- It is the responsibility of each waterfront program coach or supervisor to ensure that all of the students in their program have met the swimming standards before participating in any waterfront activities.
- The Waterfront Coordinator will be responsible for maintaining accurate record-keeping of all students who have met the swimming standards.

#### ***PERSONAL FLOATION DEVICES (PFDs)***

All non-rowing waterfront users must wear a USCG approved non-inflatable lifejacket when operating on the water. The crew coach will carry in their launch no less than one USCG approved non-inflatable lifejacket per crew member.

#### ***FIRST AID KITS***

All waterfront coaches and program coordinators must carry USCG approved first aid kits when operating on the water. In addition to RWU watercraft first aid kits, there are advanced medical supply bags in the Public Safety EMS vehicles.

#### ***PRIVATE BOAT USAGE AND STORAGE***

Use and storage of private boats on campus is only available to the members of the Varsity Sailing team. See Appendix G for the Private Boat Storage Agreement.

## REQUIREMENTS FOR COMMUNITY RECREATIONAL PROGRAMS

### ***WATERFRONT SAFETY MONITOR PROGRAM***

The Waterfront Safety Monitor Program is designed to ensure the safety of all kayakers and other RWU community recreational waterfront users.

- All waterfront safety monitors should be certified in CPR and AED.
- All waterfront monitors must pass the RI small boat drivers test or equivalent.
- All waterfront monitors must pass the swim test, demonstrate their ability to kayak and operate a powerboat.
- Waterfront safety monitors are required to read the RWU Waterfront Safety Plan prior to employment to ensure familiarity with waterfront safety policies and pre-planned emergency response procedures. This plan may be amended from time to time to ensure the greatest waterfront safety, given available resources and insight. At a minimum, this plan will be reviewed seasonally by returning waterfront safety monitors.
- Waterfront safety monitors will perform a two-way handheld radio communication check prior to the start of their shift to ensure radio operability and Public Safety awareness of waterfront safety monitor presence. An hourly communication check with Public Safety dispatch will be conducted to discuss changing weather. At the conclusion of their shift, waterfront monitors will announce to Public Safety via the two-way handheld radio that they are securing from their watch station.
- All RWU community members participating in the popular kayak/paddleboard program must attend a safety brief by the on-duty waterfront safety monitor prior to every use of the kayak. The waterfront safety monitor will brief both the standard kayak use policies and any special safety considerations for that day (weather forecast, reported currents, shipping traffic, etc.).
- Waterfront safety monitors will review the local weather forecast and water conditions prior to the start of their shift and on every hour. ([www.weather.gov](http://www.weather.gov) or your favorite local weather app.)

### ***KAYAK/PADDLEBOARD PROGRAM***

All RWU community members participating in the popular kayak/paddleboard program must attend a safety brief by the on-duty waterfront safety monitor prior to every use of the kayak/paddleboard. The waterfront safety monitor will brief both the standard kayak/paddleboard use policies and any special safety considerations for that day (weather forecast, currents, shipping traffic, etc.).

#### ***Kayak/Paddleboard Program Rules:***

- All RWU community members participating in the kayak/paddleboard program must attend a safety brief by the on-duty waterfront monitor prior to every use of the kayak. The safety brief will cover both the standard kayak use policies and any special safety considerations for that day (ex. weather forecast, reported currents, shipping traffic, etc.).

#### ***Kayak/Paddleboard Operation Rules***

- Wear a lifejacket at all times!
- No alcohol is allowed at any time on the waterfront. The waterfront staff reserves the right to search coolers and bags and any alcohol will be confiscated, authorities notified, and waterfront privileges revoked.

- Follow instructions of waterfront staff at all times. The waterfront monitors are dedicated to ensuring the safety of all waterfront users and use of the RWU kayaks is contingent upon agreeing to obey their directions at all times.
- Always check-in with the waterfront monitor before use of the kayaks. Always report your safe return to the waterfront monitor when finished kayaking and return all equipment to its proper storage place.

#### ***Kayak/Paddleboard Boundaries (See Appendix F for map)***

- Use of kayak/paddleboards is only permitted on the north side and **within sight of the learning platform**. (Appendix F).
- Kayakers/paddleboarders must stay within 100 yards of the west shore (campus side) of the Mount Hope Bay and are not permitted to venture into the shipping channels. Note: large commercial shipping traffic frequents the Mount Hope bay and may not be able to see or avoid kayakers.
- Kayakers/paddleboarders must stay in the kayak at all times. There are private homes along the shoreline, so it is important that kayakers respect our neighbors and do not trespass on privately owned land to the north.
- With the exception of at the learning platform, docks and floats in the Mount Hope Bay are not owned by RWU. Kayakers/paddleboarders are not permitted to tie up to privately owned docks or floats unless in the case of an emergency.
- ***Any violation of these policies will result in an immediate suspension of kayak/paddleboard privileges.***

#### ***LEARN TO SAIL PROGRAM***

The Learn to Sail Program is open to all Roger Williams University students, alumni, staff, faculty, trustees, and ELS students.

- The Learn to Sail Program is administered by Sailing Instructors, as defined below.
- All Sailing Instructors will be certified in CPR/AED, pass the small boat operator's test, and US Sailing Level 1 Certified. Sailing Instructor training/supervision is the responsibility of the RWU Waterfront Coordinator.
- Sailing Instructors are required to read the RWU Waterfront Safety Plan prior to employment to ensure familiarity with waterfront safety policies and pre-planned emergency response procedures. This plan may be amended from time to time to ensure the greatest waterfront safety, given available resources and insight. At a minimum, this plan will be reviewed seasonally by returning Sailing Instructors.

#### ***Learn to Sail Program Rules***

- Registration is first come, first serve.
- All participants must submit completed Registration and Waiver (Appendix D).
- A lifejacket with whistle attached must be worn at all times!

#### ***NEW WATERFRONT PROGRAMS / CHANGES TO EXISTING PROGRAMS***

All new RWU waterfront programs/activities, and any significant changes to existing waterfront programs, will be reviewed by the Office of General Counsel, the Department of Environmental Health and Safety, and the Waterfront Safety Coordinator to ensure safety protocols and procedures are in place prior to program activation / implementation.



## SMALL BOAT OPERATIONS FOR ATHLETICS

### ***Small Boat Operator Requirements for Athletics***

RWU Athletics-authorized small boat operators are responsible for ensuring the safety of the vessel and the passengers in the vessel that they are operating.

- Only trained and qualified personnel are permitted to operate RWU-owned small boats.
- All RWU Athletics-authorized small boat operators will comply with the U.S. Coast Guard (USCG) and Rhode Island Department of Environmental Management (RIDEM) regulated recreational boat safety requirements, including boater education course requirements (See Appendix A for USCG and RI General Laws 46-22 Boating Regulations).
- All RWU Athletics-authorized small boat operators are required to read the USCG small boat requirements / safety tips and Rhode Island boating regulations provided in Appendix A. Topics covered in Appendix A include registration / numbering / documentation, law enforcement, equipment requirements, operating procedures, and general safety / survival tips. It should be noted that Rhode Island recreational boating regulations state the following:

*“No person born on or after January 1, 1986 shall operate a vessel that is fitted with propulsion machinery of more than ten (10) horsepower on the waters of this state unless the person shall have successfully completed a boating safety education program as approved by the director of the Department of Environmental Management (DEM).”*

The only operators exempt from the required Rhode Island small boat safety educational provisions are the following:

- (i) A person who operates a vessel under training, directly supervised by a person on board the vessel who is eighteen (18) years of age or older and meets the requirements of subsection (a);
- (ii) A person who holds a valid commercial vessel operator's license issued by the United States Cost Guard, a state, or a province;
- (iii) Non-residents temporarily using the waters of this state who meet the requirements of their state of legal residence.

New residents of this state will be given sixty (60) days to meet the requirements of this chapter.

- (iv) Boat liveries that rent out boats or vessels fitted with propulsion machinery greater than ten (10) horse power shall require all renters who do not comply with this section to watch a short instructional video approved by the director on boating safety for the type of craft rented, and pass a written examination.

### ***Small Boat Operators Training***

- All RWU Athletics-authorized small boat operators are required to take a RWU Small Boat Familiarity / Safety Training course conducted by the Waterfront Coordinator or other qualified representative (as determined by Waterfront Coordinator).
- The Small Boat Operator Familiarity / Safety Training course consists of the following elements:
  - Walk-thru of the pre-underway vessel safety checks.
  - Perform basic start-up procedures and underway procedures.
  - Demonstrate basic knowledge of Inland Navigation Rules

- Demonstrate familiarity with throttle shifting and steering controls.
- Demonstrate controlled and high-speed maneuvering as directed by small boat driving test evaluator
- Perform unassisted mooring to a buoy and associated line-handling.
- Demonstrate knowledge of man-overboard rescue procedures and perform retrieval of a free floating PFD (to simulate afloat rescue)
- Perform basic dock landing and vessel shut-down procedures.
- The waterfront coaches and program coordinators are responsible for ensuring small boat operators under their supervision have successfully completed the Small Boat Familiarity / Safety Training. The Waterfront Coordinator will be responsible for maintaining accurate record-keeping of all students who have met the Small Boat Familiarity / Safety Training.

### ***Vessel Safety Checks***

- Small Boat Operators are required to perform a vessel safety check prior to underway operations using the checklists provided in Appendix E.
- Unsatisfactory pre-underway vessel safety check items should be immediately reported to the Waterfront Safety Monitor, as well as the Waterfront Coordinator.
- Failure to report unsafe conditions or inoperable equipment will result in immediate suspension of small boat operator privileges.

# Section 6: Requirements for Waterfront Programming Hosted by CEED

## SMALL BOAT OPERATIONS FOR CEED

### 1. Regulations

University vessels are operated in accordance with boating regulations outlined and enforced by the Rhode Island Department of Environmental Management (DEM) and the United States Coast Guard. The “*Handbook of Rhode Island Boating Laws and Responsibilities*” published by the DEM Division of Law Enforcement <http://www.boat-ed.com/ri/handbook/index.htm> is the primary reference for these policies.

### 2. Current Vessels

- 28’ Omega w 330hp Mercruiser inboard, max capacity 6 plus 6 crew or 2400 lbs
- 24’ RoMarine w 225hp Suzuki outboard, max capacity 6 plus 4 crew or 1920 lbs
- 19’ Lema skiff w 60hp Suzuki outboard, max capacity 6 people or 1,600lbs\*
- 14’ Alumacraft w 15hp Honda outboard, max capacity 5 people or 920lbs\*

*\*Maximum weight includes anything other than the hull (i.e. engine, passenger and all gear).*

### 3. Boat Operator Authorization

At the present time, only experienced Faculty and Staff are authorized to operate the boats. Each operator must have demonstrated proficiency in small boat operation (see **Item 5** below) and is required to thoroughly review the handbook cited above. Operators born after January 1, 1986 are required to have a RI DEM approved safe boating course completion certificate.

To schedule use of a vessel, a written request (Appendix H) should be submitted to the CEED Small Boat Manager as far in advance as possible. Each request must be approved by the Faculty member sponsoring the boat trip (research or class experience). Trips that are part of a class or a paying charter must be operated by someone holding an OUPV or Master’s License and may carry no more than 6 passengers. All crew on such trips must be part of a random drug testing program. We charge a rate of \$300, \$350, \$475, and \$500 per day for use for the *Alumacraft*, *Lema Skiff*, *RoMarine* and *Omega* respectively for externally funded use of these boats.

### 4. Boat Operations:

All authorized boat operators will operate under the following general guidelines.

**A. Responsibility:** Safe operation of the boat is the responsibility of the boat operator.

**B. Boating Laws:** Boat operators must be aware of and comply with federal, state, regional, local and RWU regulations concerning safe boating. This includes federal and state rules regarding marine mammals, requirements for Collection Permits, and any rules regarding boating in federal or state refuge areas. Boat operators are expected to know relevant rules, regulations and guidelines. Boat operators are personally responsible for paying any fines resulting from infractions of existing rules and regulations.

- C. Boating Buddies:** For safety, a minimum of two persons should be aboard during any boat excursion. A second person must be aboard if gear (i.e. trawls, traps, cages) is being deployed overboard or the vessel travels south of the colregs demarcation line. It is not necessary to have a second person to transport the vessel, collect water samples, or other activities that do not carry a risk of dragging the operator out of the vessel. All operators must notify a responsible party on shore or on another boat upon leaving and returning to the dock.
- D. Accident Reports:** Accidents must be reported immediately to the CEED Small Boat Manager, CEED Director, and EHS using an Accident Report Form. Accidents involving more than routine first aid, more than \$2,000 worth of damage to property, loss of vessel, or loss of life, must also be immediately reported to the USCG.
- E. Safety Equipment:** Boat operators must ensure that the boat meets or exceeds all safety requirements for equipment before leaving the dock including: working VHF radio and cell phone, depth finder, at least 1 Coast Guard approved PFD for each passenger or crew member plus 1 throwable, registration documents, operator's license or certificate, collecting permits, first aid kit, navigation aids, visual distress signals, signal horn, fully charged fire extinguisher, anchor and rode, sufficient fuel for planned voyage (plus 50%), dock lines, paddle, working navigation lights, GPS, compass, and navigation charts. The operator is responsible for making a pre-departure inspection of the vessel to ensure the boat, engine, and equipment are in good repair and suitable for the planned trip. Please refer to Appendix J for a full pre-departure checklist. The operator is also responsible for loading and distributing the gear on board to maintain the proper stability of the vessel.
- F. Weather Forecasting:** Boat operators must check the current weather forecast in their area of operation prior to departure. In consultation with the CEED Small Boat Manager, operations that are dangerous in poor weather conditions should be postponed if such conditions are forecast. Should weather conditions deteriorate while underway, adjustments to the operation plan should be made that are consistent with safety of the boat and its passengers. Operators should take all action possible to avoid severe weather conditions and return to the dock before such conditions occur.
- G. Cruise Plan:** Boat operators must file a float plan (Appendix I) with the CEED Small Boat Manager and an additional responsible party prior to departure and it should be closed upon return. The responsible party is someone not on the cruise who is fully informed of the cruise plan, including estimated time of return. A passenger manifest must be included in the plan along with area of operations, description of the purpose and activities of the trip, and estimated time of return. Cell phone numbers of several people on the trip should be included, and the operator should have the phone numbers of the responsible parties to notify them of any change of plans. If unusual boating activities are proposed (e.g., night boating, SCUBA diving, deployment of unique and/or unwieldy gear), the operator may be required to demonstrate additional experience in such specialized situations. Projects which require repetitive boat operations (e.g., regular weekly sampling) can refer the initial cruise plan request, but must update the passenger list, operator and contact information prior to the start of each cruise.

- H. PFD Policy:** In conditions the operator deems necessary passengers will be instructed to put on their PFDs. PFDs must be inspected regularly to insure they are in good condition and should be stowed so that they are easily accessible. Passengers under the age of 13 are required to wear a PFD.
- I. Pre-Departure Safety Briefing:** Boat operators must conduct a pre-departure safety briefing (Appendix J) for all persons on board.
- J. Vessel Operations:** Boat operators are ultimately responsible for the stability of the vessel. Boat operators must familiarize themselves with the maximum occupancy of the vessel as per vessel manufacturer recommendations. While considering stability issues, boat operators must also consider additional equipment and weight added to the vessel, weather and sea conditions and probable effects to the stability of the vessel. Operators should have an understanding of navigation rules and navigational aids (e.g., channel markers) and operate accordingly. Caution should be exercised around all other vessels. Use the chart plotter and/or chart when in unfamiliar water. Extreme caution should be taken in shallow water and it should be avoided when possible. Navigation lights should be on from sunset to sunrise and in conditions of restricted visibility (rain, fog, etc.). Carefully monitor the engine performance at all times, watch speed, rpms, and water pump discharge. Return to dock at the first sign of poor engine performance or malfunction. Call the CEED Small Boat Manager and/or the Boat US towing if you deem the boat unsafe to operate. The university maintains a towing contract with Boat US and contact information is provided on the boat.
- K. Upon Return:** Operators are responsible for leaving the boat in good condition. The boat should be cleaned thoroughly, all equipment cleaned and stored properly, and the fuel tanks refilled. The CEED Small Boat Manager must be notified if any of these things cannot be completed or anything does not function properly or is damaged during the trip. Record in the vessel's log the engine hours and fuel used.
- L. Alcohol or Drugs:** Alcohol or drug consumption is prohibited on university boats. Boat operators shall deny participation in boating activities for any individual who show signs of alcohol/drug consumption at the start of a boating activity. Passengers will also be notified during the safety briefing that alcohol and drugs are not permitted on board.
- M. Emergency Situations:** In the event of an emergency, the operator should immediately take all action necessary to preserve the safety of the passengers. Emergency personnel should be contacted if the situation cannot be handled alone. If on the dock, call 3333 to contact public safety. If underway, use a cell phone to call 911 (say distress on the water), the VHF radio may be used to make a MAYDAY call. If the situation is not life threatening, PAN-PAN should be used instead of MAYDAY. The CEED Small Boat Manager or other Float Plan recipient should be contacted when the situation has stabilized. Use visual distress signals and/or continuously sound the signal horn to get the attention of other vessels should the VHF call not work or not bring help fast enough. Use the fire extinguishers to immediately suppress fires. Put on a PFD and stay with or near the boat should it be necessary to abandon ship. In the event of a man overboard, immediately turn and attempt recovery. Approach from downwind and use a throwable PFD attached to a line. If someone must go in or near the water to retrieve the person overboard make sure they are wearing a life jacket. Use

the first aid kit to provide immediate attention to any passenger that is injured.

- N. Boat Trailing:** The operator must carefully inspect the trailer before use. All tires, lugs, hubs, lights, hitches and safety chain connections must be inspected before use. The boat must be securely attached to the trailer and secondary straps and lines used to prevent shift during transport. All antennas and equipment that extend into the air must be lowered. The trailer should be inspected at every stop and, at the first sign that something might be wrong with the trailer, the driver should pull over and inspect it in the first location that is safe to do so. Only drivers authorized to operate University vehicles are allowed to pull University trailers. If anything is wrong with or unsafe on the trailer it must be immediately reported to the CEED Small Boat Manager and brought to the RWU Facilities Department for repairs and not used.

### **5. Small Boat Training and Operator Test**

All RWU small boat operators are responsible for ensuring the safety of the vessel and the passengers in the vessel that they are operating. Only trained and qualified personnel are permitted to operate RWU- owned small boats. All RWU small boat operators will comply with the U.S. Coast Guard (USCG) and Rhode Island Department of Environmental Management (RIDEM) regulated recreational boat safety requirements, including boater education course requirements (See Appendix A for USCG and RI General Laws 46-22 Boating Regulations). All RWU small boat operators are required to read the USCG small boat requirements/safety tips and Rhode Island boating regulations provided in Appendix A. Topics covered in Appendix A include registration, numbering, documentation, law enforcement, equipment requirements, operating procedures, and general safety/survival tips.

The only operators exempt from the required Rhode Island small boat safety educational provisions are the following:

- A person who operates a vessel under training, directly supervised by a person on board the vessel who is eighteen (18) years of age or older and meets the requirements of subsection (a);
- A person who holds a valid commercial vessel operator's license issued by the United States Coast Guard, a state, or a province;
- Non-residents temporarily using the waters of this state who meet the requirements of their state of legal residence.
- New residents of this state will be given sixty (60) days to meet the requirements of this chapter.
- Boat liveries that rent out boats or vessels fitted with propulsion machinery greater than ten (10) horse power shall require all renters who do not comply with this section to watch a short instructional video approved by the director on boating safety for the type of craft rented, and pass a written examination.

In addition, all RWU CEED-authorized small boat operators are required to participate in a **RWU Small Boat Familiarity / Safety Training** review conducted by the CEED Small Boat Manager or other qualified representatives (as determined by the CEED Director).

The **CEED Small Boat Operator Familiarity / Safety Training** review consists of the following elements:

- Walk-thru of the pre-underway vessel safety checks including checking all safety equipment.

- Perform basic start-up procedures and underway procedures.
- Demonstrate basic knowledge of Inland navigation rules.
- Demonstrate familiarity with throttle shifting and steering controls.
- Demonstrate controlled and high-speed maneuvering as directed by small boat driving review evaluator.
- Demonstrate knowledge of man-overboard rescue procedures and perform retrieval of a free floating PFD (to simulate afloat rescue)
- Perform unassisted mooring to a buoy and associated line-handling.
- Perform unassisted anchoring.
- Demonstrate competence in tying the following knots: bowline, cleat hitch and half hitch.
- Perform basic dock landing and vessel shut-down procedures.

The CEED Small Boat Manager and CEED Faculty are responsible for ensuring small boat operators under their supervision have successfully completed the Small Boat Familiarity / Safety Training. The CEED Small Boat Manager will be responsible for maintaining accurate record-keeping of all boat users who have met the Small Boat Familiarity / Safety Training requirements.

#### ***6. Vessel Safety Checks***

Small Boat Operators are required to perform a vessel safety check prior to underway operations using the checklists provided in Appendix L. Unsatisfactory pre-underway vessel safety check items should be reported to the CEED Small Boat Manager. Failure to report unsafe conditions or inoperable equipment will result in immediate suspension of small boat operator privileges.

#### ***7. Trailering***

All persons that will be towing trailers under the auspices of CEED are first required to undergo a review of safe trailering practices and skills evaluation with the CEED Small Boat Manager or other designee of the CEED Director.

#### ***8. Towing Boats and Trailers***

University members who intend to drive vehicles in conjunction with boating activities are responsible for meeting the requirements of the RWU Motor Vehicle Policy. University members who are cleared for use of DOT-regulated vehicles and trailers are responsible for following all guidelines, including conducting the Pre-Trip Inspection and Post-Trip Inspection for all trips outside of Rhode Island when you are towing your respective trailers, and will be required to complete the Driver's Vehicle Inspection Report and submit to the Mechanic in the Office of Facilities Management.

# **General Appendices Applicable to All Waterfront Usage**



## Appendix A: USCG and RIGL Regulations

Please click on the links below to print out copies to be kept with your hard copy of this plan.

### *USCG Regulations*

#### *Federal Regulations*

<http://www.uscgboating.org/regulations/federal-regulations.php>

### *RIGL Laws and Regulations*

#### *RI General Laws 46-22 Boating Laws:*

<http://webserver.rilin.state.ri.us/Statutes/TITLE46/46-22/INDEX.HTM>

#### *RI DEM Requirements and Standards for Boats and Associated Equipment*

<http://www.dem.ri.gov/pubs/regs/regs/enforce/boats98.pdf>

## Appendix B: RI DEM Boating Regulations

Please click on the links below to print out copies to be kept with your hard copy of this plan.

### ***RI DEM Requirements and Standards for Boats and Associated Equipment***

<http://www.dem.ri.gov/pubs/regs/regs/enforce/boats98.pdf>

# **Appendices Applicable to Athletics Waterfront Usage Only**

## Appendix C: Kayak and Paddleboard Waiver



# Recreational Services

ROGER WILLIAMS UNIVERSITY

## Kayak / Paddleboard Rental Agreement

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

RWU ID #: \_\_\_\_\_

*I agree to pay all full replacement costs for any damaged items. This Agreement contains a Release of Liability and a Waiver - see other side. Please read carefully before signing.*

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature if Under 18: \_\_\_\_\_ Date: \_\_\_\_\_

DATE	SIGNATURE	TIME IN	TIME OUT

ROGER WILLIAMS UNIVERSITY

Last Name: \_\_\_\_\_

# Kayak & Paddleboard Liability Release Form

*Please read this carefully. This is a release of liability and waiver of legal rights.*

- 1.) I acknowledge that use of a kayak and paddleboard (also referred to collectively as "the Activity") is hazardous and involves a great risk of physical injury. I assume all risks associated with the Activity including, but not limited to, varying water conditions, obstacles, other kayaks, paddleboards and boats, other kayakers, paddleboarders and water users, natural and manmade objects, varying weather conditions, as well as varying depth and currents. I acknowledge that the use of a kayak and paddleboard may involve serious personal injuries or bodily injuries known or unknown, death or property damage. I hereby recognize and assume those risks.
- 2.) In consideration of purchase, rental and/or use of a kayak and/or paddleboard from Roger Williams University ("the University"), I agree to release and hold harmless the University, their respective agents, directors, officers, owners, contractors, affiliates, employees and volunteers (collectively "the Released Parties") from any and all claims I might have as a result of the Activity including, without limitation, those claims based on negligence, breach of contract, breach of warranty, or strict liability. Additionally, I agree to indemnify the Released Parties for any and all claims whatsoever brought by a third party for any damages which I may cause or which any other person may cause while engaged in the Activity.
- 3.) In the event I have utilized the kayak and/or paddleboard, I agree to return it in the same condition as I received it, normal wear and tear accepted. I understand and agree that I am responsible for the kayak, paddleboard and any protective equipment provided. I acknowledge that the University has provided me with a protective life jacket and requires its use while kayaking and paddleboarding. Anyone who uses a kayak and/or paddleboard without a life jacket will be subject to University discipline.
- 4.) If I am signing this liability release on behalf of a minor, less than 18 years of age ("the child"), I represent that I am the parent and/or legal guardian of the child; I accept responsibility for all the child's medical expenses incurred in connection with the Activity; I agree to indemnify the Release Parties for any and all claims brought by the child; and I agree to indemnify the Released Parties for any and all claims brought by a third party arising in connection with the child.
- 5.) In exchange for the University's authorization to use the aforementioned equipment, I contractually agree that any and all disputes between myself and the University arising from my use of this equipment OR my participating in the Activity, INCLUDING any claims for personal or bodily injury, property damage and/or death will be GOVERNED BY THE LAWS OF THE STATE OF RHODE ISLAND and EXCLUSIVE JURISDICTION thereof will be in the RHODE ISLAND court residing in the county where alleged action occurred or the RHODE ISLAND federal district court.
- 6.) I expressly agree that this release and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the STATE OF RHODE ISLAND, and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- 7.) I expressly agree that this release and indemnity agreement shall be binding on my estate, heirs, administrators and assigns and that this release and indemnity contains the entire agreement between the University and undersigned and the terms of this release and indemnity agreement are contractual and not a mere recital.

I HAVE CAREFULLY READ THE FOREGOING LIABILITY RELEASE AND WAIVER, UNDERSTAND ITS CONTENTS, AND SIGN IT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

I HAVE RECEIVED ORIENTATION FOR THE KAYAK AND/OR PADDLEBOARD.

\_\_\_\_\_

(User)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Parent or Guardian of User in the Event the User is Less Than 18 Years Old)

\_\_\_\_\_

(Date)

## Appendix D: Learn to Sail Program Forms

### Registration Form

[http://rwu.edu/sites/default/files/learn\\_sail\\_registration.pdf](http://rwu.edu/sites/default/files/learn_sail_registration.pdf)

Roger Williams  
University



*Learn to Sail*  
Fall 2014

#### PROGRAM

The classes will be taught based on the US Sailing Small boat sailing curriculum.

#### CLASS DAYS AND TIMES - Please check desired session

- \_\_\_\_\_ Session 1: Monday only 11-2
- \_\_\_\_\_ Session 2: Saturday 2-6 \*skips some weekends
- \_\_\_\_\_ Session 3: Sunday 12-4 \*skips some weekends

Classes will meet once per week for four hours at a time for four weeks.

#### REGISTRATION

Sailor's Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: State: Zip: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_  
 Cellphone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Special Health Care Needs (allergies etc.) \_\_\_\_\_

Health Care Insurer: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please send completed form to:  
 Amanda Callahan  
 Department of Athletics  
 Roger Williams University  
 One Old Ferry Road  
 Bristol, RI 02809

## Waiver

[http://rwu.edu/sites/default/files/sail\\_waiver.pdf](http://rwu.edu/sites/default/files/sail_waiver.pdf)

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**Roger Williams University  
Learn to Sail Program  
Liability Release and Hold Harmless Agreement**

I acknowledge that participation in the Roger Williams University ("University") Learn to Sail Program ("Program") is hazardous and involves a great risk of physical injury. I assume all risks associated with the Program including, but not limited to, varying water conditions, obstacles, other boats, other water users, natural and manmade objects, varying weather conditions, and varying depth and currents. I acknowledge that participation in the Program may involve serious known or unknown personal or bodily injury, death, and/or property damage. I hereby recognize and assume those risks.

In consideration of being permitted to participate in the Program, I agree to release and hold harmless the University, its respective trustees, directors, officers, contractors, affiliates, employees, volunteers, and agents (collectively, "Released Parties") from any and all claims I might have as a result of the Program including, but not limited to, those claims based on negligence, breach of contract, breach of warranty, or strict liability. Additionally, I agree to indemnify the Released Parties for any and all claims whatsoever brought by a third party for any damages which I may cause while participating in the Program.

I agree to comply with all instructions of the Released Parties while participating in the Program. I acknowledge that the University has provided me with a protective life jacket and requires its use while participating in the Program.

If I am signing this Learn to Sail Program Liability Release and Hold Harmless Agreement ("Agreement") on behalf of a minor less than 18 years of age ("Child"), I represent that I am the parent and/or legal guardian of the Child, accept responsibility for all of the Child's medical expenses incurred in connection with the Program, agree to indemnify the Released Parties for any and all claims brought by the Child, and agree to indemnify the Released Parties for any and all claims brought by a third party arising in connection with the Child.

In exchange for the University's permission to participate in the Program, I contractually agree that any and all disputes between the University and me arising from my participation in the Program, including, but not limited to, any claims for personal or bodily injury, death, and/or property damage will be governed by the laws of the State of Rhode Island and exclusive jurisdiction thereof will be in the state or federal courts of the State of Rhode Island.

I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Rhode Island, and that if any portion of the Agreement is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I expressly agree that this Agreement shall be binding on my estate, heirs, administrators, and assigns. I expressly agree that this Agreement contains the entire agreement between the parties hereto and that the terms of this Agreement are contractual and not a mere recital.

**I HAVE CAREFULLY READ THE FOREGOING LEARN TO SAIL PROGRAM LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT, UNDERSTAND ITS CONTENTS, AND SIGN IT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.**

Signature of Participant: \_\_\_\_\_

Print Name of Participant: \_\_\_\_\_

Date: \_\_\_\_\_ I am 18 years old or older: Yes  No

**In the event participant is under 18 years of age:**

Signature of Parent/Legal Guardian: \_\_\_\_\_

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

---

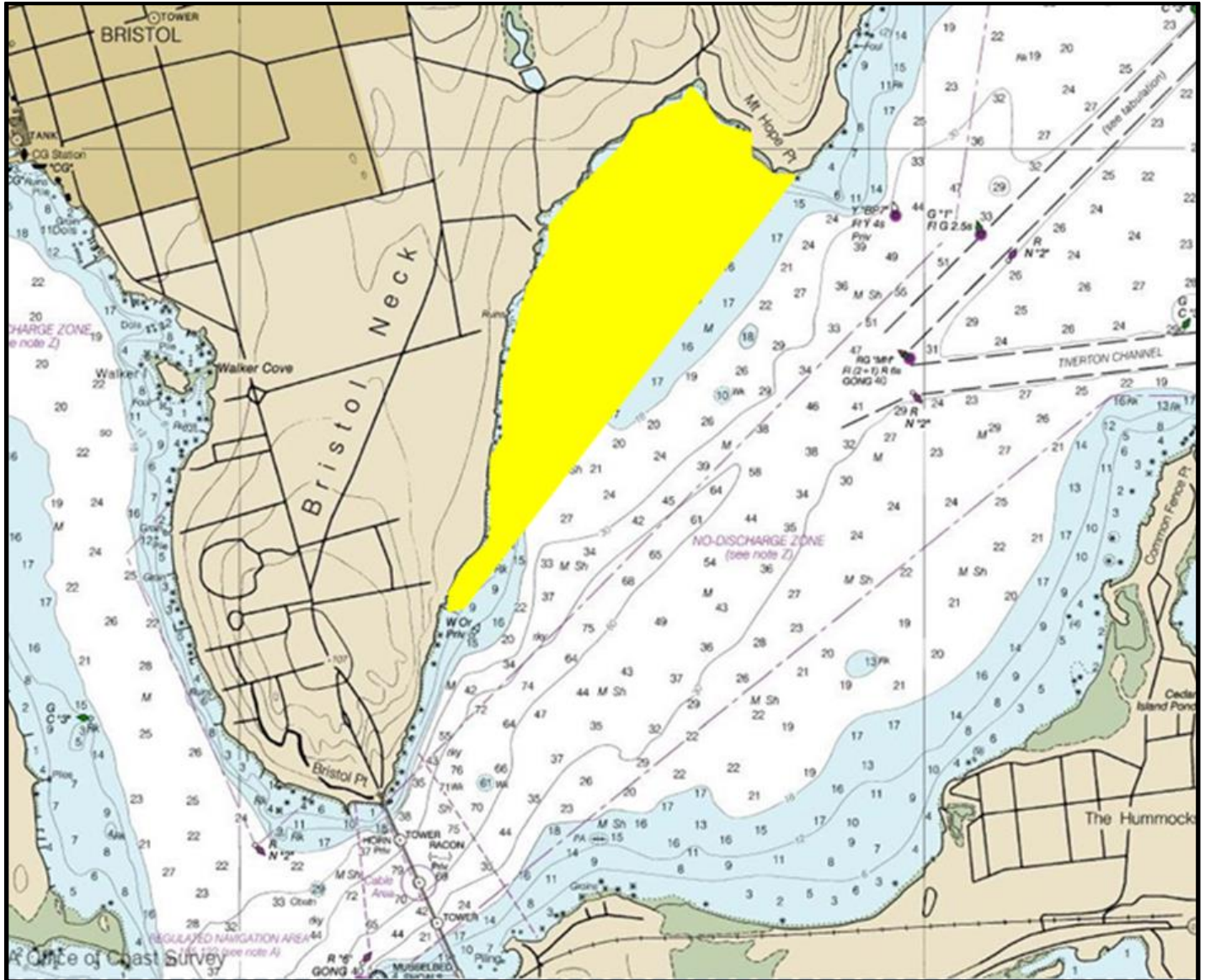
## Appendix E: Vessel Safety Checks (Athletics)

- Check Weather Report
- Check Battery/set switch
- Check Bilges
- Check Scuppers
- Check Engine Oil
- Check Fuel Level
- Check Bilge Pump
- Check Fuel Line
- Lower Engine/Start
- Check/Turn on VHF
- Check Running Lights
- Locate/Check Cell Phone
- Locate/Check Horn
- Locate/Check spare engine oil
- Locate/Check tools
- Locate Dock Lines
- Locate Anchor and Rode
- Load and Stow all Gear
- Check PFDs for each passenger
- Check Throw-able PFD
- Locate/Check Fire Extinguishers
- Locate/Check First Aid Kit
- Locate Knife
- Locate Boat Hook
- Locate Paddle
- Locate Visual Signaling Devices
- Check all Gear Related to the Planned Activities



## Appendix F: Kayak/Paddleboard Boundaries

**Area in YELLOW is the approved area**



## Appendix G: Private Boat Storage Agreement

Roger Williams University  
Varsity Student Athlete  
Private Boat Storage Agreement

**Student Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Boat Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Tag #: \_\_\_\_\_

State of Registration: \_\_\_\_\_ Boat Owner Name: \_\_\_\_\_

**Boat Trailer Information: (if storing a boat trailer on campus)**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Plate: \_\_\_\_\_

State of Registration: \_\_\_\_\_ Trailer Owner Name: \_\_\_\_\_

**Agreement:**

Roger Williams University ("University") hereby agrees to allow the above-named student ("Student") to store the above-listed boat and/or trailer (collectively, "Boat") on the University's Bristol campus. Student agrees to use the Boat only in connection with his/her participation in the University's varsity athletics programs. Student is responsible for maintaining the necessary registration and adequate insurance on the Boat while the Boat is stored at the University. In no event shall the University be responsible for any damage to the Boat caused while the Boat is stored at the University, whether caused by the University's negligence or otherwise. No University insurance will apply to the Boat (property, liability, or otherwise). Student shall follow all instructions from the University's Department of Athletics, Department of Public Safety, Department of Environmental Health and Safety, and/or Facilities Department regarding use of the Boat and storage location. There shall be no charge to Student for storage of the Boat. The University may terminate this Agreement at any time for any reason or no reason by providing written notice to Student. Student shall remove his/her Boat from the University within twenty four (24) hours of such notice.

Student shall defend, indemnify, and hold harmless the University, its trustees, directors, officers, employees, and agents against any and all claims, losses, demands, liabilities, costs, and expenses (including attorneys fees) sustained in whole or in part as a result of, arising out of, caused by, alleged to be caused by, or occasioned by Student's storage and/or use of the Boat at the University, including personal injury, death, property damage, theft, vandalism, or otherwise, and irrespective of whether said claims, losses, demands, liabilities, costs, and expenses arose from any negligence, misconduct, and/or intentional acts or omissions of the University, its trustees, directors, officers, employees, and agents.

If Student is under eighteen (18) years of age, the parent/guardian who signs below also commits to the terms and conditions of this Agreement. If Student is not the boat owner or trailer owner, the boat owner and trailer owner who sign below also commit to the terms and conditions of this Agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Student is under 18)*

Boat Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Student is not boat owner)*

Trailer Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Student is not trailer owner)*

---

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director for Aquatics & Waterfront

# **Appendices Applicable to CEED Waterfront Usage Only**

## Appendix H: Boat Use Request Form

### BOAT USE REQUEST FORM

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Number of people \_\_\_\_\_

For further information, please contact Brad Bourque, ext. 3737 or CEED designee. Please fill out form and place in envelope provided. I will call you to confirm plans.

Thank you, Your Captain

## Appendix I: Float Plan

# RWU FLOAT PLAN

This form shall be completed before leaving the dock and left with the Project Manager or designee who can be depended upon to notify the [Coast Guard](#) or other rescue organization in case you do not return at the scheduled time specified on this form. ***Do not try to file this form with the Coast Guard, they do not accept float plans.***

**IMPORTANT:** In the event that your return is delayed, and it is not an emergency, you **MUST** inform the holder of your float plan to avoid an unnecessary search!

<b>Person Filing This Plan:</b>	
<b>Phone Number:</b>	
<b><u>Vessel Information</u></b>	
<b>Owner of vessel:</b> Roger Williams University	<b>Address:</b> One Old Ferry Rd, Bristol, RI 02809
<b>Phone Number:</b> 401-254-3737	<b>Name of Vessel:</b> Lema
<b>Type of Vessel:</b> Center Console	<b>Length of Vessel (in ft):</b> 19'
<b>Make:</b> skiff <b>Model:</b>	<b>Year:</b> 1999 <b>Cabin Color:</b>
<b>Hull Color:</b> white <b>Trim Color:</b>	<b>Propulsion:</b> Outboard 60 hp Suzuki
<b>Captain of Vessel or Name of Qualified Operator:</b>	
<b>Contact Phone Number(s) for Vessel Operator:</b>	
<b>Passenger List (ALL passengers onboard)</b>	

EPIRB? No                      Marine Radio: Yes, 16		
Type (Check as Appropriate)	Marine VHF: X	SSB: No      CB: No                      Cell Phone: X
Departure/Destination Points Vessel Departing From: <input type="checkbox"/>		
Destination(s):		
Leaving –      Date:      Time:		
Vessel Returning to:		
Expected Return –      Date:      Time:		
Date and Time to Initiate Search:		
<b>Float Plan</b>		
<b>OTHER PERTINENT INFORMATION</b>		
We will call Designee on form, on-land contact, upon completion of trip		
<b>Automobile Information</b>		
Make/Model/Year:	Color(s):	
License Plate #: _____	Trailer License Plate # (if trailering):	
Where Parked:		
<b>EMERGENCY CONTACT INFORMATION</b>		
<b>If not returned by the designated time, CALL:</b>		
Position	Name	Emergency Phone Number
CEED Small Boat Manager	Brad Bourque (or designee)	860-861-0769
Float Plan Recipient	_____	_____
US Coast Guard	Point Judith	401-789-3021 / CH 16
Local Authority(ies)	Bristol Police Department	401-253-6900
	Bristol Harbor Master	401-253-1700
	Portsmouth Harbor Master	401-643-0137
	RWU Public Safety	401-253-3333
	Boat US Towing	800-391-4869 / CH 16
Designee for Brad Bourque	_____	_____

## Appendix J: Roger Williams University Pre-Departure Safety Briefing for CEED Operators

### Inform passengers and crew of:

- Location and use of all PFD's
- Location and use of distress signals
- Man overboard procedures
- Location of Fire Extinguisher
- Proper use of VHF radio (channel 16 for Coast Guard)
- Mayday call (see below)
- Emergency vessel operation (if something should happen to you)
- Proper weight distribution in vessel
- Waste discharge procedures
- Common local recreational VHF channels

### Local Emergency and contact numbers:

- 911 – call and say “distress on the water” 911
- RWU Marine Laboratory (401) 254-3737
- Boat US Towing (800) 391-4869
- Coast Guard Newport, RI (401) 846-3675
- Bristol Harbor Master (401) 253-1700

### Procedures for making a MAYDAY distress call:

- Tune your VHF radio to channel 16.
- Make sure the volume control is up and the squelch control is turned down, just above the point where the static quits.
- Make sure the radio's power setting is on high power.
- Press and hold the microphone button (also called a PTT or push to talk switch)
- Speak clearly and say, "MAYDAY, MAYDAY, MAYDAY"
- This is (name of vessel repeated 3 times)
- MY POSITION IS (give your GPS latitude and longitude or compass bearing from a well-known object)
- State problem such as on fire, sinking, etc.) WITH (number of) PERSONS ON BOARD
- Release the PTT switch.
- Wait for US Coast Guard to respond. If you don't hear a response after listening for a few seconds repeat the procedure.



## Appendix K: Requirements of Vessels for Hire

- Type I PFD required for each person aboard
- EPIRB required when > 3 miles from shore
- Crew must belong to a random drug testing program
- Only 6 passengers maximum on an uninspected vessel
- VHF radio must be monitored and used
- Radar, if fitted, must be used
- Horn signals must be used
- Charts are required to be on board
- Safety orientation must be given before getting underway
- Children under 13 must wear a life jacket
- Tide and Current Tables must be carried on board
- Inspected Vessels may be required to be operated by a licensed master if specified in the COI
- Inspected Vessels must be built to the specification of CFR 36 subchapter T, it is very difficult if not impossible to convert an uninspected vessel into an inspected vessel.
- For Hire vessels over 26' are required to be documented
- Life rings are required on for hire vessels over 26'
- Compass is required
- Beyond Boundary Line or in cold waters some sort of life float or life raft is required

**For additional information, see 46 CFR Part 15 (Manning Requirements) available online at:**

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=6793dc06ddecea3d815026fa95aac339&r=PART&n=46y1.0.1.2.15#46:1.0.1.2.15.4.7.1>

## Appendix L: Vessel Safety Checklist (CEED)

### Must be completed prior to departure

- Check Weather Report
- Check Battery/set switch
- Check Bilges
- Check Scuppers
- Check Engine Oil
- Check Fuel Level
- Check Bilge Pump
- Check Fuel Line
- Lower Engine/Start
- Check Water Pump Discharge
- Check/Turn on GPS
- Locate compass and charts
- Check/Turn on radar
- Check/Turn on VHF
- Check Running Lights
- Locate/Check Cell Phone
- Locate/Check Horn
- Locate/Check EPIRB
- Locate/Check spare engine oil
- Locate/Check tools
- Locate Charts/Compass
- Locate Dock Lines
- Locate Anchor and Rode
- Load and Stow all Gear
- Check PFDs for each passenger
- Check Throwable PFD
- Locate/Check Fire Extinguishers
- Locate/Check First Aid Kit
- Locate Knife
- Locate Boat Hook
- Locate Paddle
- Locate Visual Signaling Devices
- Locate Foul Weather Gear
- Check all Gear Related to the Planned Activities
- Perform Pre-Departure Safety Briefing