



POLICY & PROCEDURE MANUAL

**Established 1994
A Non-Profit Organization**

Updated 06/18/08

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HISTORY

HAWAIIAN CANOES: The Polynesians were homogenous people who successfully carried out a systematic migration and settlement of the Pacific. By 1200 a.d. the Polynesians had settled Hawai'i and left an important artifact, the canoe.

The early Hawaiians developed solid one-piece hull canoes for fishing, racing, warfare, and transportation. Unlike sailing vessels, canoes could be maneuvered along rugged coastline, through heavy surf, and onto the beach.

There are many varieties of the canoe, ranging from the one-man, all the way up to the eight-man. The ones that King Kamehameha I used in transporting their forces in their conquest of O'ahu were double and triple-hull canoes.

The Hawaiian wa'a, or canoe, was generally carved from large koa tree trunks. The bodies of the canoe were generally painted black from a wholly organic paint made with various earthly and vegetable materials. The building of the wa'a was a community affair with great spiritual importance~ The community remains an important part of the He'e Nalu spirit.

In the early 1800s, the organization and development of boating clubs began in Hawai'i. For most of the century canoe races were token events. In the early 1900s, outrigger canoe clubs were founded with the element of competition. In 1952, the first men's Moloka'i to O'ahu long distance race was organized by "Toots" Minvielle. In 1959, he organized the second long distance canoe race from Catalina to Newport, California. Hence the interest in California canoe racing began with the eventual formation of the Kalifornia Outrigger Association (KOA) in 1963.

Today there are approximately 15 outrigger canoe racing clubs in the Northern California Outrigger Canoe Association (NCOCA). Racing canoes are modern fiberglass versions of the original canoes. They consist of the hull, two booms ("iako), and a float (ama), lashed together with rope. The races are composed of a series of events of various distances (250 meters to over 10 miles), matching paddlers of specific ranking (age and experience) against one another in similar canoes.

HE'E NALU: He'e Nalu was founded in 1994 by the charter members Les Scanlan, Stephanie Ashe, Hovey Lambert, Cuda Sandavol, Mark Murphy, Steve Murphy, and Philip R. Siaris. One day, harboring northeast winds, a motley crew of courageous men paddled a canoe out of Hyde Street Pier in San Francisco. Through numerous perils around islands, flats, and tanker ships, they prevailed to experience the ferry waves into Larkspur Landing. Hence the name He'e Nalu o' Marin or "Wave Riders of Marin."



CONSTITUTION AND BYLAWS (abbreviated)

NOTE: A complete Bylaw document is available.

The He'e Nalu Constitution and Bylaws form the basis for the day to day operations of the club and serve as the legal instrument by which the organization complies with its status as a non-profit California corporation.

A copy of the Constitution and Bylaws may be obtained from the club Secretary or 2nd Vice President upon request at any time. Portions of the Constitution and Bylaws are shown below.

Article I: Name and Background

- Section C The colors of the club are black, red, and white.
Section E The motto of the club will be "Na Lokahi O' Ka Hoe Wa'a" (in the unity of paddlers)

Article II: Purpose

- Section A The purpose of the club is to provide to the membership an opportunity to perpetuate the sport and competition of Hawaiian outrigger canoe racing and the other related activities associated with outrigger canoe racing.
Section B To provide for, teach and encourage the knowledge in Hawaiian customs and culture.
Section C To encourage and perpetuate outrigger canoe racing with other outrigger canoe clubs.
Section D To encourage fitness and health through canoe racing.

Article IV: Dues

Each paddler must have paid their dues before being allowed to race. A payment plan may be worked out with the club Treasurer.

Article V: Forfeiture of Membership

Each paddler is expected to assist the club in a variety of ways: fundraising, care and maintenance of equipment and site, paying dues, and behaving in a responsible manner at all times.

MEMBERSHIP DUES

Type	Amount
Individual	\$200
Family	\$350
Keiki	\$50

PADDLER'S CONTRACT

1. Agree to abide by all guidelines stated by the HNOCC and decisions made by the Board and Head Coach.
2. Agree to be supportive and abide by the rules of the NCOCA.
3. Be sure that all crew paddling/racing in any canoes owned by HNOCC are currently paid members. People paddling in canoes not owned by HNOCC are personally responsible for any damage or accidents that occur.
4. Paddlers/Mission crews wanting to race outside the scope of the NCOCA racing schedule, under the HNOCC banner must submit their race intentions/crew list and, most importantly, the steersperson to the Board and Head Coach for review. All paddlers must be able to:
 - a. swim
 - b. tread water for at least 20 minutes
 - c. right a capsized canoe
 - d. rig
 - e. know how to use and have safety equipment on board
 - f. know the race course
 - g. understand the chain of command
5. Media/Corporate sponsorship protocol: All crews/paddlers wanting media exposure and/or corporate sponsorship will send their intentions/articles/letter to the Board/Head Coach for approval.
6. No equipment of HNOCC will be going anywhere without first notifying the Head Coach/Equipment Manager. No HNOCC equipment will be lent out to other clubs without first notifying the Head Coach/Equipment Manager. NO EXCEPTIONS.
7. Rules of conduct will apply: If problems arise within a crew, coaches will be the first to try to resolve. If letters are written to the Board and/or Head Coach is consulted then issue/problem/paddler-in-question will be referred to the Board. The Board will be responsible for resolving issue/problem/paddler-in-question.
8. Know the paddling terminology. Please familiarize yourself with the Hawaiian culture, history of the canoes, parts of the canoes, etc. Please refer to the club manual whenever possible.
9. Paddlers/crew are responsible for making sure the container is CLEAN and equipment is put back in its place after each use. Rinse and thank the canoes that carried you safely. Make sure the site is cleaned up, water is turned off, and all is secure before you are pau (finished). If something is missing or broken, report it to the Equipment Manager.

10. All steerspersons chosen to steer HNOCC canoes must go through steersperson's training and must be acknowledged by the Head Coach. Individuals who cannot swim or rig a canoe will not be allowed to steer.
11. Paddlers/crews racing on race days will be organized and take initiative as far as regatta loading/unloading of canoes at race sites, rigging/de-rigging of all canoes, and site set-up/take-down.

RACE PRIVILEGES

The privilege of racing under the HNOCC banner and the use of club equipment carries responsibilities to both the club and to all the crew members and not incidentally the larger paddling community and the race personnel.

In the past there have not been any conditions set forth by HNOCC for teams considering the extremely challenging races at the end of the fall long distance season. The races in question are the Moloka'i crossing, Catalina crossing, and Kona race. Due to the difficulty of open water crossings, water changes, long distances, and rough water conditions, the club is setting for a minimum of conditions we feel would prepare a team for the challenges of such an endeavor. These conditions concern safety issues more than competition, which is a separate issue and more a concern of the coaches.

Each crew member should:

1. practice twice a week minimum;
2. have raced in half the long distance races during the year;
3. have practiced water changes often enough to be proficient in the eyes of the coach;
4. have practiced huli drills in rough water;
5. be able to swim reasonably well; and
6. be a member in good standing of HNOCC.

The entire team must have the permission of the coach.

FACILITIES

HNOCC currently accepts mail at: 14 East Sir Francis Drake Blvd., Box 13, Larkspur, California 94939. Visit our web-site at www.heenaluocc.org. Non-profit Tax ID #94-322-2076.

Two sites are leased/used by He'e Nalu. One site is in Larkspur at 14 East Francisco Blvd. and one site is in Petaluma at the Foundry Wharf on 2nd St. The sites are used for practice, storing canoes, accessories, equipment, and trailers. There is an on-site equipment container to be used by members only to secure the club equipment. The site may also be used to rent storage space to privately-owned kayaks and canoes. Parking is at the Wood Island parking lot only for Larkspur and at the Foundry Wharf Parking Lot for Petaluma.

Subject to the constitution and bylaws, the sites will be strictly controlled by the 1st Vice President and designated Site Manager. During scheduled practices, the use of the sites will be determined by the coaches and overseen by the Board. There is to be no consumption of alcohol at the sites.

CANOES

It is believed that canoes have a life to them. Each has a distinct and separate personality in the ocean. The canoe is part of the team, and carries all paddlers safely into the ocean and home again. He'e Nalu Canoe Club expects all paddlers to treat the canoes with respect and never take them for granted or treat them discourteously.

Before a canoe leaves the site for practice, all rigging and supplies should be checked. Once the canoe arrives back at the site after a race or practice, a "Mahalo" to the canoe by all paddlers in unison is a respectful gesture.

There are nine canoes in the He'e Nalu family.

Red Bradley - Kala Kukea

Red Bradley - John O'Brien

Red Mirage – Hokulua

Red Mirage – Hoku'ula

Red Bradley – Warren Kealoha

Red Advantage - Rell Sunn

White Malia - Na lei O Pio

Red Malia - Keki O' Ke Kai

Red Bradley Lightening – John Gieser

MALIA CANOES

Our two malia canoes, "Keiki O' Ke Kai" and "Na Lei O' Pio" were the original canoes that founded He'e Nalu. The canoes are owned by Manny Neves, founder of the Polynesian Cultural Society. In 1994, they were entrusted to the care of Steve Murphy, one of the founders of He'e Nalu and made their voyage across the bay to their new home in Larkspur. Because the canoes were built as part of a children's program, they were named to commemorate the keiki spirit.

Keiki O' Ke Kai – (Malia) Children of the Sea

Na Lei O' Pio – (Malia) Young Spirit

BRADLEY CANOES

Our Bradley canoes, "Warren Kealoha", "Kala Kukea", "John O'Brien" and "John Gieser", along with the Advantage Clipper, "Rell Kapolioka'ehukai Sunn" were named in memory of individuals that were inspirational to the club and personified the true spirit of He'e Nalu.

Warren Kealoha – (Bradley) At the age of 16, Hawaii born swimmer, Warren Kealoha, won the gold medal in back stroke in the 1920 Olympics and came back in 1924 to win the gold again, becoming the Olympics first double winner in any stroke other than freestyle.

Kala Kukea – (Bradley) Kala was one of Hawaii's top overall water sportsmen and inspirational leader at Hui Nalu Canoe Club. He was an outstanding competitor and a role model for many of Hawaii's top paddlers.

John O'Brien – (Bradley) John designed and built a delta power boat, raced sailboats, surfed, windsurfed and at the age of 63 discovered paddling. Our canoe is dedicated in honor of him for his passion for paddling and for the love and ohana he felt for He'e Nalu.

John Gieser – (Bradley Lightening) John was born and raised in Hauula, Hawaii and learned at an early age the beauty and power of the ocean. However, it wasn't until he moved to California with his wife, Suki and two boys, Chad and Kyle that he found his passion for paddling. John and Suki, along with five other couples were the founding members of the Lokahi Outrigger Canoe Club.

During his ten years with the club, he served as a board member, Vice-President, President and was the first keiki coach.

John is most remembered for his calm nature, gentle smile and his love for family. He truly exemplified the “aloha spirit”. At the age of 46, John died of massive heart attack while putting the canoes away after practice.

ADVANTAGE CLIPPER

Rell Kapolioka’ehukai (heart of the sea) Sunn – (Advantage Clipper) Rell, the “Queen of Makaha”, was a champion surfer, diver and paddler. She will forever be remembered for her support of children’s surfing and for establishing the Menehune Surf Contest held annually for keikis at Makaha Beach. Rell was Hawaii’s first wahine lifeguard and was instrumental in establishing the Women’s Professional Surfing Association and founding the Women’s Pro Surfing Tour.

MIRAGE CANOES

The two mirages, “Hōkū’ula” and “Hōkū’loa” are named after the red star, Mars and the morning star, Venus. The two stars were important navigational tools for the early voyaging Polynesians and also represent the spiritual power (mana) of the male and female.

Hōkū’ula – (Mirage) Mars, the red star.

Hōkū’loa – (Mirage) Venus, the morning star.

DESIGN:

Each member should be familiar with the attached diagram of a typical Hawaiian canoe and the names of its components for future reference and instruction.

CARE AND CANOE ETIQUETTE:

The canoes have the potential to be damaged if not handled correctly. Likewise with your paddle.

Each member is expected to know the following rules:

- never lean on or shovel dirt with your paddle;
- clean feet before entering canoe;
- enter and leave canoe from ama (float) side to avoid causing canoe to huli (flip);
- entire crew is responsible for safe beaching of canoe to prevent hull damage, lift canoe - do not slide;
- rigging should only be led by an experienced member;
- check for water in forward and aft compartments;
- check that fore and aft access hatches are closed tight;
- check lashings before launching, wet lashings before paddling;
- bow should face the water when beached;
- do not step over canoe, go around;
- after use, bail and remove debris from hull;
- wash and wipe down canoe and paddles;
- hang life vests and ama straps to dry; and
- store buckets, bailers, and gear in shed.

COMMANDS

OBEY YOUR STEERSPERSON'S COMMANDS AT ALL TIMES IMMEDIATELY.

Note: Participation in any water sport involves a certain amount of risk. The steersperson's first responsibility is to the safety of the crew. Therefore, it is mandatory that all paddlers listen for and obey the commands of the steersperson. Only the steersperson should issue any of the following commands.

"Paddles Up"	Paddlers raise their paddles in starting position
"Hit"	Begin paddling
"Wane Off"	Stop paddling
"Back Paddle"	Paddle in reverse
"Hold Water"	Place paddle in water to cause drag and stop canoe
"Une"	Steer/turn from front of canoe, used only for buoy race turns <ol style="list-style-type: none">1. Seat One places the blade of their paddle up against the right side of the canoe to assist steering the canoe left around the buoy.2. Simultaneously, Seat Two begins the kahi leading to the pull-over stroke. The pull-over stroke is accomplished by placing the paddle at arm's length out from the left side of the canoe. The canoe moves to the left by pulling water under the canoe.3. The steersperson calls "Over." This signals Seat One to stop the une and join Seat Two in pulling the water under the canoe on the left.4. The steersperson calls "Straight Ahead" or "Out" or "Forward". This signals Seats One and Two to stop pulling over and resume the standard stroke. Note: At this point both Seats One and Two will be paddling together on the left side of the canoe.5. Seat Three must call a change within 3 to 5 strokes after the "Straight Ahead" call from the steersperson. Note: The stroker will stay on the left at this change and all other seats will change sides accordingly.
"Kahi"	Seat Two when making a racing turn - hold the paddle in the water out to the side with the forward edge angled opposite to the desired turn direction, usually as a prelude to drawing
"Two & Four on the Ama"	Act immediately, Seats Two and Four stop paddling and place left arm and/or entire body weight on the "iako" (booms). The canoe is going to huli (flip) if you don't reach quickly.
"Pick it Up"	Signal to stroker in Seat One to increase the stroke rate and signal the entire crew to prepare to keep up with the increased stroke rate. Always call for an increase in power first before calling for an increased stroke rate.
"Next Change 'X' Sides of Power"	Signal to entire crew that beginning with the next change to the other side of the canoe, increase your application of power on your paddle at the same stroke rate.
"Pule"	Steersperson gathers the crew for a prayer before a race. Used to psych yourselves up (not out) and it is a tradition in canoe racing.

SEAT POSITIONS AND RESPONSIBILITIES

- Seat One - Stroker**
- sets pace for crew;
 - helps steersperson turn canoe when issued "Une" command;
 - during a race, makes sure that nose of canoe is not past start line;
 - assists steersperson in avoiding obstacles and in landing canoe; and
 - generally starts on left side with Seats Three and Five following.
- Seat Two**
- matches pace with Seat One to keep time on opposite side of canoe;
 - responsible for preventing ama (float) from lifting out of water and causing canoe to huli (flip);
 - helps steersperson turn canoe when issued "Une" command; and
 - generally starts on right side with Seat Four following.
- Seat Three**
- counts number of strokes taken and calls when it is time to change by saying one "Hut" and one "Hoe". Call when it is safe, not just on an agreed number of strokes.
- Seat Four**
- like Seat Two, responsible for preventing ama (float) from lifting out of water and causing canoe to huli (flip).
- Seat Five**
- responsible for bailing and assisting steersperson.
- Seat Six - Steersperson**
- responsible for course of canoe and its command;
 - responsible for checking that buckets, bailers, safety kit and life vests are secured in canoe before leaving shore; and
 - responsible for having all paddlers sign participation waiver prior to entering canoe.

HNOCC SAFETY GUIDELINES

He'e Nalu Outrigger Canoe Club has implemented mandatory safety procedures, which are to be observed by each paddler anytime a HNOCC canoe is paddled on any body of water. A thorough understanding and observance of the safety procedures outlined in this manual reduces the risks associated with outrigger canoe paddling and increase each participant's enjoyment. All HNOCC paddlers agree to abide by all guidelines and decisions made by the HNOCC Board of Paddlers, Head Coach, and set forth in the Policy and Procedure Manual.

CLUB WAIVERS:

Before anyone is allowed to paddle, they must read, understand, agree to, and sign the HNOCC/NCOCA (Northern California Outrigger Canoe Association) waiver(s).

SAFETY IS THE RESPONSIBILITY OF EVERYONE, ALL THE TIME! If in doubt, don't go out. Be prepared.

ALL PADDLERS ARE EXPECTED TO BE ABLE TO

- a. swim
- b. tread water for at least 20 minutes
- c. right a capsized canoe
- d. rig
- e. know how to use the safety equipment on board
- f. understand the chain of command
- g. know the rule of the water ways as well as names and locations of the major landmarks within the practice area.

All steerspersons planning to steer HNOCC canoes must go through steersperson's training as acknowledged by the Head Coach. If there is not an experienced steersperson present, the crew cannot go out. NO EXCEPTIONS.

Because outrigger canoe paddling is a water sport, it is imperative that you know how to swim. There is always the chance that your canoe will huli (flip over) or sink during practice or a race, and your coach and fellow paddlers need to feel comfortable that you can take care of yourself if that happens. You should not feel embarrassed if you cannot swim—but it is critical that your coach/steersperson knows if you cannot. This is for your own protection and the protection of your crew.

BEFORE YOU PADDLE

1. Check the rigging/lashings before launching and wet the lashings before paddling. Visually and physically inspect all the rope and snap lash riggings to be certain they are tight.
2. Check that the fore and aft access hatches are closed tight; as well as the ama (float) valve.
3. Secure the HNOCC Safety kit in the canoe, along with a bucket, AT LEAST one bailer, and spare paddle.
4. Bring 6 life jackets/PFDs. Be sure you have the appropriate size PFD (personal flotation device).
5. Paddlers should bring fluids, fuel (easily digested food), and appropriate layers of clothing for sun and cold.
6. Check in with your steersperson if you have any limitations or specific medical conditions.

Always enter and leave the canoe from ama side to avoid causing the canoe to huli. It is also important to be mindful of your body weight when shifting, reaching, or even looking over your shoulder while in the canoe. Learn how to use your body weight to stop a huli.

OC-1/OC-2 PADDLERS

1. Have a leash tethering you to your canoe.
2. Have a properly fitting PFD (you are encouraged to wear one).
3. Check your equipment: check for water in fore and aft compartments, check for cracks or leaks, check that all plugs are secure, check that the steering peddles are in working order.
4. Bring a sound producing device capable of a 4 second blast that can be heard at ½ mile and a visual distress signal appropriate to the area.
5. We encourage all paddlers to have a buddy on and/or off the water. Water is a dynamic and unpredictable force and it is important someone knows where you are headed and when to expect you back.

KNOW WHAT TO DO IF YOU HULI (flip over)

A huli can happen at any time with little or no warning. It needs to be considered part of paddling. There is an initial shock to the body when you first hit the water, which often prevents logical, common sense thinking. Take a second to gather yourself and then execute as a team! Don't lose your paddle. If you are wearing a waist pack, be sure it is clear of the canoe spray skirt so it does not interfere with you exiting the canoe during a huli.

PROTECT YOUR HEAD when the canoe does huli you want to avoid being hit by the ama, iakos or canoe. As you come up from under the water reach up with you hand to be sure your path is clear. Be sure everyone is out of the canoe and safe. As soon as you clear the surface of the water call out your seat number so the steersperson can take a head count.

Each paddler has a certain responsibility if the canoe goes over, and as in paddling, the better you work together as a team, the faster the job goes and you can be back on your way more quickly (wiki wiki).

1. Protect your head
2. Call out your seat number
3. Do your part to right the canoe (see chart below)
4. Monitor for hazards

LISTEN UP! Your steersperson is in Charge. Only one person, the steersperson gives the orders.

POSITION THE CANOE FOR THE BEST RECOVERY. Your steersperson will guide you. Turn the boat around so it is perpendicular to the swells and the bow facing into the wind. Watch out for objects you may be drifting towards and for on coming traffic. Work as a team, 1-2-3 GO! It doesn't take a lot of energy to right the canoe, but if not done together, it can be very difficult.

YOUR SEAT NUMBER

• YOUR RESPONSIBILITIES IF YOU HULI

Seat One (bow)

- Help steersperson to position the canoe so that the front of the canoe is facing into the wind (and swell).
- Then work together with Seats 1-4 to turn the canoe back over.

Seat Two

- Go to the outer ends of the iakos and stand on them while reaching over the hull. Grab onto the gunwales or iakos and lift (make sure no one is in the way of the ama – as it is heavy and your skull is soft).
- Hold the ama down as soon as the canoe is right side up.

Seat Three

- Same as Seat Two – working together with Seat Four. If done quickly enough you can minimize the amount of water that fills the canoe.
- Be ready with a bucket and have the lightest person get in and start bailing – wiki wiki!

Seat Four

- Help Seat One and Seat Six to position the canoe from the ama for the recovery.
- Push up on the ama by doing a big scissors kick with your legs to help in getting it out of the water at the same time that Seat Two and Seat Three pull the iakos to right the canoe.
- Help Seat Five with the equipment; getting lifejackets to anyone who needs them.

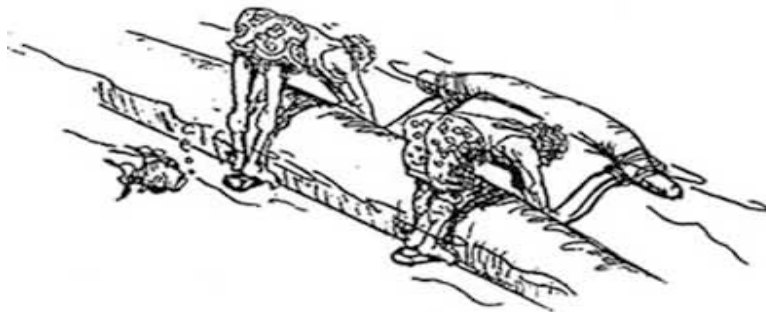
Seat Five

- Monitor for lost equipment; paddles, bucket, lifejackets, ect. Collect the equipment before it drifts away if it is safe. It is important not to swim too far away from the canoe in rough conditions or Bay currents.
- Put the paddles 2 each into seats 2, 4, and 6 after the canoe is right side up and initial bailing has begun.

Seat Six - Steersperson (stern)

THE STEERSPERSON IS IN CHARGE. IT IS CRITICAL THAT EVERYONE HEAR AND FOLLOW YOUR DIRECTIONS.

- IMMEDIATELY take a head count and get the crew searching if anyone is missing.
- Take charge and position the canoe for the best recovery.
- Monitor how long the crew is in the water; and how the temperature, wind, and weather, could affect the paddlers.
- Monitor for canoe drift, boat traffic, and other hazards.



Although each seat has a dedicated job (as posted above) it may be necessary to change responsibilities: a taller paddler may exchange roles with a smaller paddler when taking on the responsibilities of Seat Two or Seat Three. Due to a longer reach, they can often grab the iakos further away and offer more leverage to pull the canoe over.

HOLD THE AMA DOWN. Have Seat Two hold onto the ama once the canoe is right side up so it does not go over again.

If successful and the gunwales aren't awash, bail out the canoe. Put the lightest person in seat three or seat five (because of the large bailing area and they are nearest the center of gravity of the canoe) and start bailing with the bucket. As soon as enough moana (ocean) is removed, have the next smallest person get in to help bail. People may alternate bailing as arms start to tire.

DON'T SWAMP THE CANOE: Make sure enough water is bailed out of the canoe before you get in or you could swamp. Wait for your steersperson to give the "okay". Don't hang on the canoe. Watch the gunwales and be sure the canoe is high enough out of the water before you get in.

If weather conditions are swamping the canoe and you are unable to bail water out fast enough, try turning the righted canoe into a swell, and have everyone get on the stern of the canoe and force it down under water as far as you can. As the stern sinks, the bow raises and is emptied of water. Timed with a swell, release the canoe together at the top of the swell (when the bow is at its highest point). The canoe should dart up and forward and hopefully, spill out more water. Quickly bail out the remaining water.

HULI DURING A RACE: Follow the huli guidelines as described previously. The steersperson will be trying to get the canoe going again wiki wiki. Bailing needs to be done with a purpose. Get the canoe underway with four people paddling (Seats 1, 2, 5 and 6) and two bailing (Seats 3 and 4). Any water in the bottom of the canoe will cause a heavy boat and make it hard to steer and paddle.

BE PREPARED! A huli recovery can be done in less than 15 seconds. Paddlers in the water have the potential to get hypothermia. A big bucket will cut your bailing time down and a piece of rubber (inner tube) can repair loose rigging, broken iako, ama, or tie paddles together. Know how to use your safety kit. Bring an extra paddle and steering blade in the canoe. Dress appropriately and have the food and fluids you need for all possible scenarios.

IMPORTANT! If you are unable to right the canoe or bail the water out you are in a serious situation. It is time to access your safety kit and signal for help.

EMERGENCY SITUATIONS (Surviving Cold Water)

Hypothermia can occur within 30 minutes of exposure to 54 degree ocean water. If you suddenly find yourself stuck in the water don't panic! Calmly follow the procedure below to increase your survival time. This is the most important thing you should do. Put on a PFD and do not remove it. We recommend that a PFD is worn at all times.

Hypothermia is defined as subnormal body temperature; a lowering of the body core temperature. Unconsciousness can occur when the body core temperature drops from normal (98.6F/37C) to about 86F/30C. Safety experts estimate that half of all drowning victims actually die from the fatal effects of cold water, or hypothermia, and not from water filled lungs. Loss of body heat is one of the greatest hazards to survival when you fall overboard, capsize, or jump into the water.

Cold water robs the body of heat 25-30 times faster than air. When you lose enough body heat to make your temperature subnormal, you become hypothermic. Sudden immersion in cold water cools your skin and outer tissues very quickly. Within 10-15 minutes, your core body temperature (brain, spinal cord, heart and lungs) begins to drop. Your arms and legs become numb and completely useless. You may lose consciousness and drown before your core temperature drops low enough to cause death. Cold water does not have to be icy it just has to be colder than you are to set water hypothermia in motion. A person who is wet, improperly dressed and intoxicated can become hypothermic in 70F weather.

Certain areas of your body are “hot spots” that lose large amounts of heat faster than other areas. These hot spots need special protection against heat loss to avoid hypothermia. The head and neck are the most critical areas. The sides of the chest where there is little fat or muscle, are major areas of heat loss from the warm chest cavity. The groin region also loses large amounts of heat because major blood vessels are near the surface. The rate of body heat loss depends on water temperature, the protective clothing worn, percent body fat and other physical factors, and most importantly, the way you conduct yourself in the water.

Please visit the National Association of State Boating Law Administrators web-site, and view the video entitled Cold Water Boot Camp. It is very informative, showing the effects cold water has on body function. This is a “must see” for all paddlers. <http://www.nasbla.org/i4a/pages/index.cfm?pageid=1>

MINIMIZE BODY HEAT LOSS: Button, buckle, zip and tighten collars, cuffs, shoes and hoods. Cover your head if possible. A layer of water trapped inside your clothing will be slightly warmed by your body and help insulate you from the cold water, slowing your rate of body heat loss. Devote all your efforts to getting out of the water. Act quickly before you lose full use of your hands and limbs. Climb onto a boat, raft, or anything floating. Right a capsized canoe and climb in. Most canoes will support you even if full of water. If you cannot right a capsized outrigger, climb on top of the hull. The object is to get as much of your self out of the water as possible.

DO NOT ATTEMPT TO SWIM unless it is to reach a nearby boat, another person, or a floating object on which you can climb. Unnecessary swimming pumps out warmed water between your body and your clothing circulating new cold water to take its place. Unnecessary movement of your arms and legs pumps warm blood to your extremities, where it cools quickly; which can reduce your survival time by as much as 50%! Whatever you do, **STAY WITH YOUR OUTRIGGER AND STAY TOGETHER!** A group is more likely to be spotted than an individual. To stave off hypothermia **Huddle** until help arrives.

SURVIVAL TECHNIQUES: (if you can't get out the water)

1. Heat Escape Lessening Position (H.E.L.P.) With PFD on, hold knees to chest to protect trunk of body from heat loss. Wrap arms around legs and clasp hands together.
2. Huddle: huddling together with 2 or more people will extend survival time 50% longer than swimming or treading water.
3. Remain as still as possible, however painful. Intense shivering and severe pain are natural body reflexes in cold water, which will not kill you but heat loss will.
4. The urge to urinate should be obeyed, not only will it heat you temporarily, but the decreased volume will give your body less to heat.
5. Eat packets of easily digested food. This will also help stall severe hypothermia. As the body reacts to cold conditions, you begin to shiver. When you STOP shivering you begin the next stage of hypothermia. The muscle contractions that make shivering possible are fuelled by your energy

reserves. HOWEVER, if you have been paddling you probably used most of this up! Replenishing this reserve may help you postpone the more serious stages of hypothermia.

6. Use the disposable warm packs (stored inside the Safety Kit) to stall severe hypothermia. Do not place directly against the skin as they can cause burns. Wrap them and apply to the head, neck, chest and groin areas. Do not apply heat to arms and legs as this forces blood out through the cold extremities and back to the heart, lungs and brain, which will further drop the core temperature. This can cause after drop, which can be fatal.
7. Drown proofing is a warm water survival technique. To conserve energy you relax in the water and allow your head to submerge between breaths. This technique is NOT recommended in cold water, since 50% of heat loss is from the head.

OVERHEATING

Heat cramps and heat exhaustion are two less-severe forms of hyperthermia (abnormally elevated body temperature). During vigorous exertion under the sun, or in conditions of extreme heat or high humidity, the body may not be able to dissipate the heat which causes the body temperature to rise. Sometimes a person experiences symptoms of heat exhaustion before progressing to heat strokes. Heat stroke is a form of hyperthermia with accompanying physical and neurological symptoms. Some individuals can develop symptoms of heat stroke suddenly and rapidly without warning. Dehydration can cause heat stroke because the person may not be able to sweat fast enough to dissipate the heat. Heat stroke is a true medical emergency that can be fatal if not properly and promptly treated.

Symptoms of heat exhaustion may include nausea, vomiting, fatigue, weakness, headache, muscle cramps and aches, and dizziness. Symptoms of heat stroke may include the absence of sweating, with hot red or flushed dry skin, rapid pulse, difficulty breathing, strange behavior, confusion, agitation, disorientation, seizure, or coma. Maintaining proper hydration and covering you skin can protect you from heat related illness. Drinking plain water may not be adequate to prevent dehydration.

DISCLAIMER: The foregoing is not offered as a legal opinion and the medical information contained herein is NOT intended as a substitute for competent first-aid and emergency training.

WHEN LAUNCHING THE CANOE IN SHORE BREAK

DO NOT LET THE CANOE TURN PARALLEL TO THE SHORE!

Some of the races He'e Nalu Paddlers participate involve launching outrigger canoes from the beach where there is surf. Once you are ready to shove-off, the steersperson is in charge, follow his/her directions.

1. Wait for the steersperson to give the command to move the canoe from the shore to the water. (Lift, don't drag the canoe on the sand/rocks).
2. Walk the canoe into the surf and wait for the steersperson to give the command to climb aboard.
3. Paddle hard IMMEDIATELY to get out of the impact zone.
4. If a wave is going to crash on the canoe, do not have your legs wrapped under the seat to avoid leg injury. Lean toward the ama to prevent a huli.
5. If you huli in the impact zone, don't panic. Be aware that you are in shallow water. To avoid being pinned down or crushed by the canoe, do not stay directly between the canoe and the shore. Count heads (make sure everyone is accounted for) and watch out for the next wave. Get out of the way of the canoe, should the next wave come crashing in. Again, do not allow the canoe to turn parallel to the shore.

RETURNING TO SHORE: When landing the canoe, BACK IN to the shore so you are always facing the surf. Often paddlers are tired and forget that returning to shore can be just as dangerous, or more so than

launching even if the swell is small. It is imperative that Seat One and Seat Two understand and listen to the steerspersons commands to keep the canoe perpendicular to the shore. Watch out for swimmers or paddlers in the water near the canoe, as the canoe can easily take out knees etc if not paying attention.

ESCORT BOAT SAFETY:

Supporting 9-person canoe races is one of the more hazardous and stressful jobs most skippers participate in with their boats. The skipper is processing a tremendous amount of information: Trim, wind, swell, current, canoe traffic, boat traffic, and people in the water. Every moment they are making decisions that directly affect everyone's safety and the outcome of the race. Your job is to follow a few common sense safety rules and keep a high level of situational awareness as a backup for the skipper.

1. **Do not approach the boat while the engine is running during a change.** No shark has less mercy than a spinning propeller; the skipper may be making small adjustments to the boats' position. Even when not moving, propellers can be quite sharp and cause a severe wound.
2. **Wait for the skipper's "Okay".** Do not jump off the boat while it is still moving. Your skipper may be making minor position adjustments to place you more in the canoe line. When docking, do not step off the boat until given the "okay". Getting caught between a 3,000+ pound boat and the dock IS hazardous.
3. **Weight Distribution:** Avoid moving around the boat unnecessarily. Too much weight on one side of the boat can make it difficult to handle. It is easy to be thrown off balance, potentially injuring yourself or others. When boarding the boat, try to position yourselves so that the boat is kept level from side to side.
4. **Take care of your boat skipper as you do your canoe and crew.** Do not sit on the bow of cuddy cabin boats when underway. If you slip off the fore deck, you can easily be run over. Clean up after yourselves, don't damage skipper's boat, and say "Mahalo" for another race.

ATTACHMENTS

