

# Lake Procedures

## 1. Rules

- n Everyone must wear a PFD on the lake or dock
- n No standing in canoes
- n No ramming canoes or dock
- n No splashing
- n No tipping canoes over
- n Stay at lake unless you have permission to leave
- n Bring canoes and equipment back to dock when you are done
- n Put paddles and PFD in shed and hung up in proper place
- n Stay off dock until asked to come out onto it
- n If there is a third person in canoe they must sit on bottom of canoe in the center

## 2. Arrival at lake

- n Have group sit on wall
- n Go over rules
- n Go over basic strokes - forward, reverse, rudder, sweeps
- n Go over parts of canoe
- n Go over how to enter and exit the canoe
- n Hand out PFD's and Paddles
- n Get in line with partners
- n Call partners out to enter canoe
- n When it is time to leave call all canoes in about fifteen minutes early (it may take them even longer to get back to the dock)
- n Make sure the put everything in proper place
- n Make sure that they do not leave anything at lake

## 3. Capsized canoe

- n If a canoe capsizes get the participants out of the water ASAP
- n Tell them to swim to shore
- n Some will panic, try to calm them down
- n Have them return to cabin to change
- n Write an incident report up when you get done at lake

## 4. KEEP YOUR EYES ON THE LAKE AT ALL TIMES.