



Singapore Canoe Federation

Rules and Regulations for the Use and Storage of Equipment at Kallang Water Sports Centre Marina Reservoir for Water Activities

By storing boats and/or equipment at Marina Reservoir and/or use the Marina Reservoir for water activities, all users agree to abide by the following rules and regulations in this document

1. BACKGROUND

1.1 The document states the rules and regulations and operation procedures to be complied with by all organisations/individuals making use of the reservoir and/or its facilities as well as the charges applicable.

1.2 PUB approves the Singapore Canoe Federation and its affiliates for the usage of the reservoir for canoeing/kayaking activities.

1.3 The use of the reservoir and park is governed by the Public Utilities (Reservoir, Catchment Areas and Waterway) Regulations 2006 and any statutory provisions, rules, regulations, directions, requirements or guidelines which may be issued by PUB or any other relevant authority from time to time in respect of the access to the reservoir and the carrying out of canoeing/kayaking activities.

2 RATIONALE

2.1 The terms and conditions on the Use of Reservoir for Water Activities is to facilitate safe usage of water and administration for efficient and use of the storage facility for all users.

2.2 It serves to encourage users to be responsible and civic-minded when using the reservoir for water / land activities.

2.3 Usage of the facility at Marina Reservoir for storage of boats and equipment is subject to availability and the fees applicable.

3 OPERATION HOURS AND PADDLING AREA

3.1 The hours of operation of Kallang Water Sports Centre is from 0700 hrs to 1900 hrs.

3.2 Paddling hours is from 0700 hr to 1900 hrs strictly.

3.4 No paddling activities will be allowed when the Kallang Water Sports Centre is closed.

3.5 All organisations/affiliates are to ensure that their paddlers paddle within the paddling hours and paddle within the demarcated training areas shown in the diagram found in Appendix A.

3.6 Permission is to be obtained from the PUB and SCF for canoeing/kayaking events or races to be conducted.

3.7 All paddlers are to be mindful of the presence of other powered crafts (tourist boats, contractors etc) and non-powered crafts (dragonboats, sail boats etc)

4 DISCIPLINE

4.1 All persons, including individual and Associate Members when using the Reservoir for activities agree to comply with the rules and regulations stipulated by the Singapore Canoe Federation.

4.2 All organisations and affiliates are required to provide the up to date contact numbers of their designated official(s) in charge. The designated official(s) shall be responsible for the conduct and discipline of their members at all times when conducting paddling activities at Marina Reservoir.

4.3 SCF reserve the right to take appropriate action against any individual or organisation not complying with the rules and regulations in this guide and under Item 5.

5 CONDUCT OF CANOEING/KAYAKING ACTIVITIES AND SAFETY PRECAUTIONS

All coaches, teachers & paddlers (including Associate Member) are to comply with the following:

5.1 To provide up to date risk assessment management documents that include the valid risk assessment, emergency response plan and evacuation route.

5.2 To ensure all boats used to be seaworthy. Necessary inspection to be done prior to use.

5.3 To ensure all boats have valid vessel permit with boat ID visible on them. Boats that do not fulfil the above criteria will not be permitted on water.

5.4 To ensure that the ID number on the boats are to be replaced if they are lost or damaged or not visible. Boats without ID will not be permitted for use on water.

5.6 To ensure that the Boats are to be inspected according to prevailing requirement - **annually for fibre type boats and 3 yearly for plastic boats.**

5.7 To report to SCF immediately within 24 hours any incident on water or land activities related to Canoeing.

5.8 To launch and recover boats from the designated launching pontoons. The designated launching pontoons are the only points to be used for launching/embarkation and disembarkation/recovery.

5.9 To ensure that no boats or equipment are left unattended, footwear are left only at the designated area on the pontoon. This is to ensure clearance for the safe launch and return of all users without obstruction of users.

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5.10 To ensure no launching or walking on the embankment with rocks as that may result in serious injury.

5.12 To conduct of Canoeing/kayaking activities only at designated permitted areas as shown at Appendix

5.13 To follow the direction of traffic within the 6-lane race course to be only from 1000m to Finish line near the launch pontoon (Marina Channel and Sports Hub) and not to stop at the end of the finish line but to move off to make way for other boats approaching the Finish Line area.

5.14 To ensure that all paddlers are certified with minimum of 1-star kayaking award prior to the use of Canoe Sprint kayaks or canoes or any other closed deck kayaks on water. This include the use of kayaks and canoes in the novice zone (if any).

5.15 A listing of members of the affiliate and their star certificate details is to be submitted to Singapore Canoe Federation for water activities.

5.16 To ensure that non certified paddlers are under the supervision of minimum Level 1 Coach of ratio no higher than 1 : 10 or at the ratio stipulated for selected groups that requires a lower ratio

5.17 To ensure that serviceable Personal Floatation Devices (PFD)/ buoyancy vests are worn before entering the designated launching pontoon and worn at all times while on water.

5.18 To ensure paddlers show positive buoyancy when wearing their Personal Floatation Devices (PFD)/ buoyancy vests and be confident and remain calm when floating on the water.

5.19 To ensure teachers or coaches or appointed IC to be present at all times at water activities. Teachers or/and coaches are to possess a valid adult first aid certificate.

5.20 To ensure Teachers / Coaches or appointed IC of group are to sign in and sign out to report the number of paddlers present for each training session.

5.21 To ensure the conduct of safety briefing to ensure that all participants are informed of the necessary safety measures, dangers and risks before conducting their activities. The teachers or coaches are fully responsible for the safety of all the participants under their care.

5.22 To understand and agree that all water activities are done at own risk. The PUB, NParks and SCF or any other organisations or agencies are not responsible for any death or injury sustained by any user when taking part in water activities at the Reservoir and Park.

5.23 To immediately evacuate all paddlers out of the If any of the lightning risk alert siren / announcement has sounded OR any of the lightning risk alert warning light is on or not to launch for water activity and to remain under shelter or facility they are at until the end of lightning risk alert to reduce the exposure to lightning risk.

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The list of lightning risk alert siren / warning lights are available as follow for reference as follow. Information correct at the time of writing :

Kallang Basin

- a) Kallang Water Sports Centre (Mon – Sun 0700 – 1900)
- b) Water Sports Centre at Singapore Sports Hub (Mon – Sun 0800 – 2000)

Marina Channel

- a) PA Passionwave @ Marina Bay

Opening hours :

Tue – Fri 0930 to 1800, Sat , Sun 0700 – 1900)

- b) Marina Bay Golf Course (siren only)

Siren signals are as follows:

Discontinue play: Series of 20 seconds blasts

Resume play: Series of 5 seconds blasts

Abandon play: Continuous blast

(Mon to Fri from 0700, closing time varies according to days)

- c) Marina Barrage (Mon – Sun 0700 – 1900)

No vessels are allowed to enter the safety zone during the pump or gate operation in Marina Barrage. Announcements will be made before the operation of Marina Barrage gates or pumps. Ensure that all the water activities are stopped and all the participants must come back to shore or stay out of the safety zone within 15mins upon the announcement.

Note on access to land at Gardens by the Bay (Bay East) when at Marina Channel

1. Access to the Gardens by the Bay (Bay East) is possible via PA Passion Wave @ Marina Bay in the event of lightning risk alert or situation of emergency. The IC of the group is to contact PA Passion Wave @ Marina Bay in the event of lightning alert to update that shelter is required or in situation of emergency for permission to land.

PA Passion Wave @ Marina Bay

Tel : 6296 6683

Opening hours

Tue – Fri 0930 to 1800, Sat , Sun 0700 – 1900,

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Closed on Monday.

Assistance will only be possible during opening hours.

2. Paddlers are to follow the instructions from the staff of PA Passion Wave @ Marina Bay when using their pontoon and gate for access to land on where to leave their boats.
3. Paddlers are to always carry their paddles or other accessories with them to reduce the possibility of loss of paddle or accessories upon return.
4. Paddlers are to comply with instructions from the staff of PA Passion Wave @ Marina Bay for land access under the East Coast Parkway Flyover when they are open and not to leave boats in ways that will obstruct other users on land or water.
5. The alternative landing site for shelter would be along Republic Avenue where Nicoll Highway MRT Station is located. There is also a toilet facility at that location.
6. Do note that the access for shelter under the Benjamin Sheares Bridge is not available for the other pontoons as the access gate is closed.
7. Do not to climb over closed gate for access to land at Gardens by the Bay (Bay East)

Paddling activities must stop if weather does not look favourable or when the lightning alert at the above named facilities sound off / warning light is on

All personnel are expected to adhere to the above lightning risk alert for water activities at Marina Reservoir.

5.24 To have an up to date fully equipped first aid kit on land that is adequate to the need of the training activities if first aid is required.

5.25 To exercise care and stop water activities should weather condition be unsuitable for paddling activities.

6 SPECIAL EVENTS OR GROUP ACTIVITIES

6.1 The SCF will co-ordinate with organisations or its affiliates on events held at the Reservoir and Park. This is to ensure facilitate the administration, management and execution of the events and to adhere to protocols, safety considerations and rules and regulations stipulated by the PUB or/and NParks on the use of the reservoir and park.

6.2 The organisation or affiliate shall seek permission from PUB prior to the conduct of their event to be held in the Reservoir.

6.3 No set up of structure without any prior approval.

7 STORAGE AND EQUIPMENT

7.1 To ensure all stored boats and equipment are maintained regularly to ensure the seaworthiness and serviceability of their equipment; and to ensure the safe and proper use of the equipment by the paddlers.

7.2 For drawing of equipment from the Kallang Water Sports Centre, only authorised coaches or teachers or appointed IC may signing out/signing in for the equipment for their use. All equipment drawn to be returned latest by 1745 hrs.

7.3 The duty staff reserves the right to stop any drawing of equipment if in doubt and may seek verification from relevant.

7.4 To ensure that access and use equipment is only by authorised users only and the IC of the drawing out of the equipment is to be present at all times.

7.5 All users are to exercise care on storage of equipment to minimise the risk of loss and damage to their equipment. All crafts and equipment kept at the Reservoir are stored at the owner's risk. The PUB and SCF shall not be held responsible for any loss or damage to the equipment stored at the reservoir. It is the responsibility of owner of boats and equipment to purchase insurance coverage on their equipment stored at the Reservoir.

7.6 Storage of crafts and equipment at the Reservoir for Affiliates and Individual Associate Members shall be based on the availability of storage space.

7.7 Organisations/Affiliates must seek consent and approval from Singapore Canoe Federation **BEFORE** purchase or transfer of canoes/kayaks in or out of Marina Reservoir. Upon approval, organisation is to inform the Singapore Canoe Federation of the updated number of canoes/kayaks under their care and to apply for the necessary vessel permit and apply ID on all the boats. Approval may be granted only if there are available space for storage.

7.8 Any unreported boat found within the premise may be removed without notice and disposed as deemed fit by the Singapore Canoe Federation.

7.9 Organisations/Affiliates are to pay in full the storage fee that apply for the boats or use of storage area. Failure in payment will result in the removal / stoppage of use of boats and equipment. The Singapore Canoe Federation reserves the right to remove or dispose any boats and equipment by organisations / affiliates after 90 days from the first communication reaching out to the owner if any issue with the storage fee cannot be resolved satisfactorily.

8 SAFETY AND SECURITY

All users are to comply with the following:

- 8.1 To ensure that only canoes/kayaks, paddles and accessories i.e. paddles or PFD etc are stored in the designated storage areas.
- 8.2 To ensure no boats or equipment are left outside the storage area after use and kept properly.
- 8.3 To ensure no food in the storage area that may attract animals. If food is required to be at site, they are to be stored in proper containers that are properly secured and sealed.
- 8.4 To ensure no combustible materials or hazardous substances are allowed to be stored in the storage.
- 8.5 To use the lockers and not to leave their belongings unattended. SCF, PUB & NParks are not responsible for any loss of personal belongings.
- 8.6 To report any incident on theft and vandalism to the SCF Staff immediately and to make a police report if loss has been ascertained.
- 8.7 To report any misuse of equipment/boats to SCF staff, if paddlers are found to be using equipment not belonging to them or without prior approval from the owner. The PUB, NParks and SCF shall not be held responsible for any damage or loss of any equipment or belongings of organisations/individuals while using it in the Reservoir.
- 8.8 To use firefighting equipment for only for firefighting and not for any other purpose. Violators of this clause may face disciplinary action not limited to verbal/written warning and/or suspension of activities at site.
- 8.9 Users are strictly prohibited from taking water from the Amenity Centre for bathing and washing of vehicles.

9 CLEANLINESS OF AREA OF USE

All users are to comply with the following:

- 9.1 To ensure the premises of the surrounding reservoir, as well as the areas used for the launching and recovery of canoes/kayaks are kept clean.
- 9.2 To bag and dispose all rubbish into litter bins.
- 9.3 To Ensure that there is no littering in the reservoir, shores, pontoons, launching areas and surrounding Park areas.
- 9.4 To ensure no burning of rubbish, set up of campfires and cooking in the Reservoir and Park, including the storage premises.
- 9.5 Always leave the place in a better condition than before your presence.

10 VIOLATIONS & PENALTIES

10.1 Any user (individual/organisation) found violating any of the rules and regulations stipulated by the SCF, PUB and other relevant authorities will either be given a warning or be suspended from using the facilities at the Reservoir.

10.2 Any user (individual/organisation) who wilfully continues to violate the rules and regulations would be liable to disciplinary action taken against the user by SCF or/and PUB and other relevant authorities.

10.3 SCF reserve the right to suspend users from using the Reservoir if they continue to infringe on any of the rules and regulations. Organisations/affiliates are responsible for the conduct of their members especially pertaining to the compliance on the rules and regulations of the Reservoir.

10.4 Failure to comply with the above will result in the following:

**First offence:
Verbal Warning**

**Second offence:
Issue of Letter of Warning**

**Third offence:
Issue of Letter of Notification of Suspension of all canoeing activities according to severity of offence as deemed appropriate by the Disciplinary Committee.**

10.5 The disciplinary actions imposed by SCF will not absolve the Offender of the other actions that may be taken by PUB or other relevant authorities.

11 CONCLUSION

11.1 The Reservoir and Park are open to the public for their enjoyment in water-based activities, namely, canoeing and kayaking. In order to create a win-win situation whereby all users can have their enjoyment and fun and at the same time, the beauty of the reservoir and its waterways must not be affected by pollution or irresponsible use of the water facilities.

11.2 All users of the Reservoir and Park are to observe and abide by the Rules and Regulations as stipulated in this document.

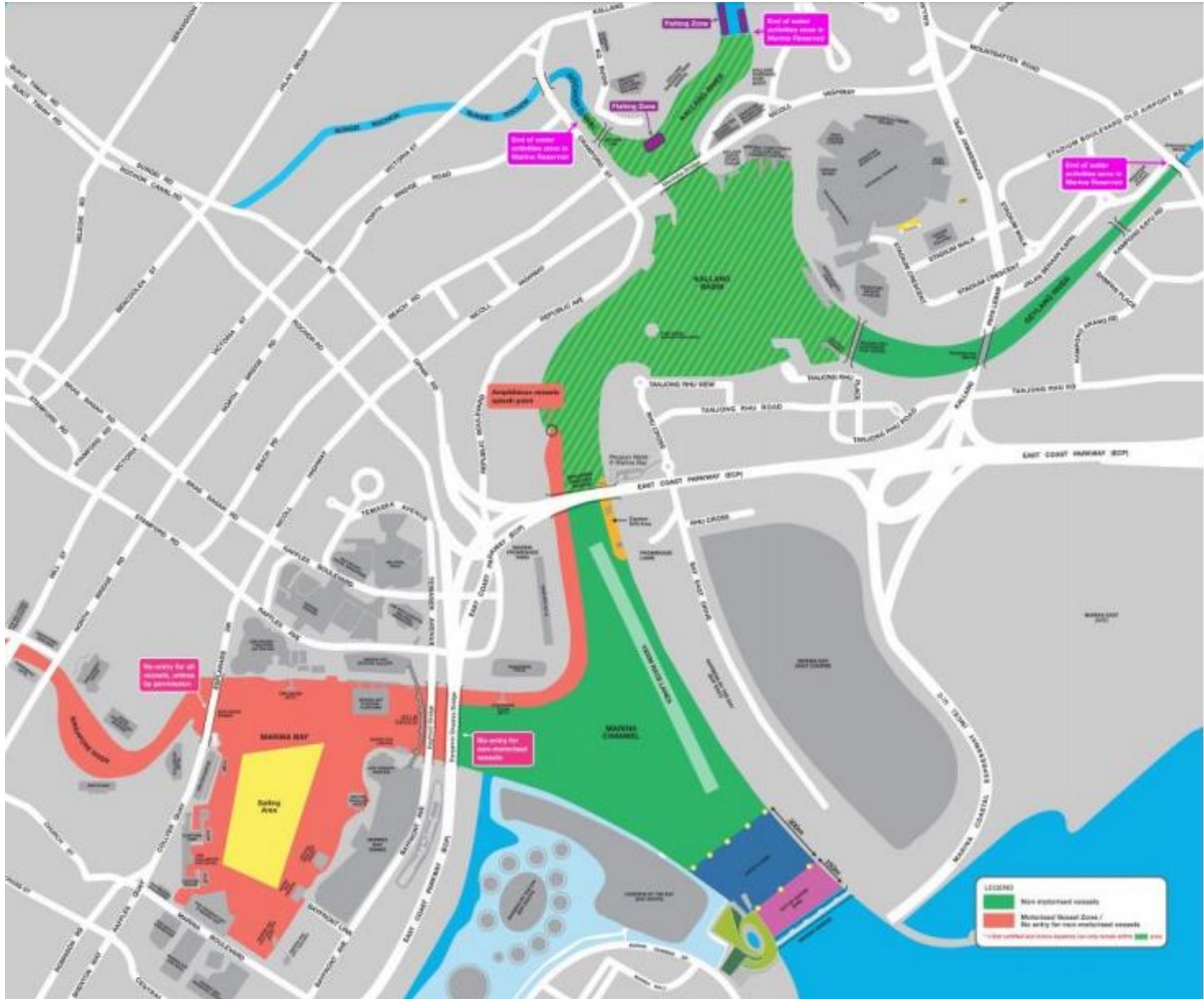
11.3 This document serves as the basis for the proper and safe conduct of activities in the Reservoir and Park so as to ensure that all users have their fun and enjoyment as well as to assist the authorities in the maintenance of the water and facilities for generations to come.

For feedback, please contact

Joseph Ang
Operations Manager
Singapore Canoe Federation
joseph@scf.org.sg

Appendix A

Green – Water Activities Zone



Zoning under Benjamin Sheares Bridge (across Kallang Basin)

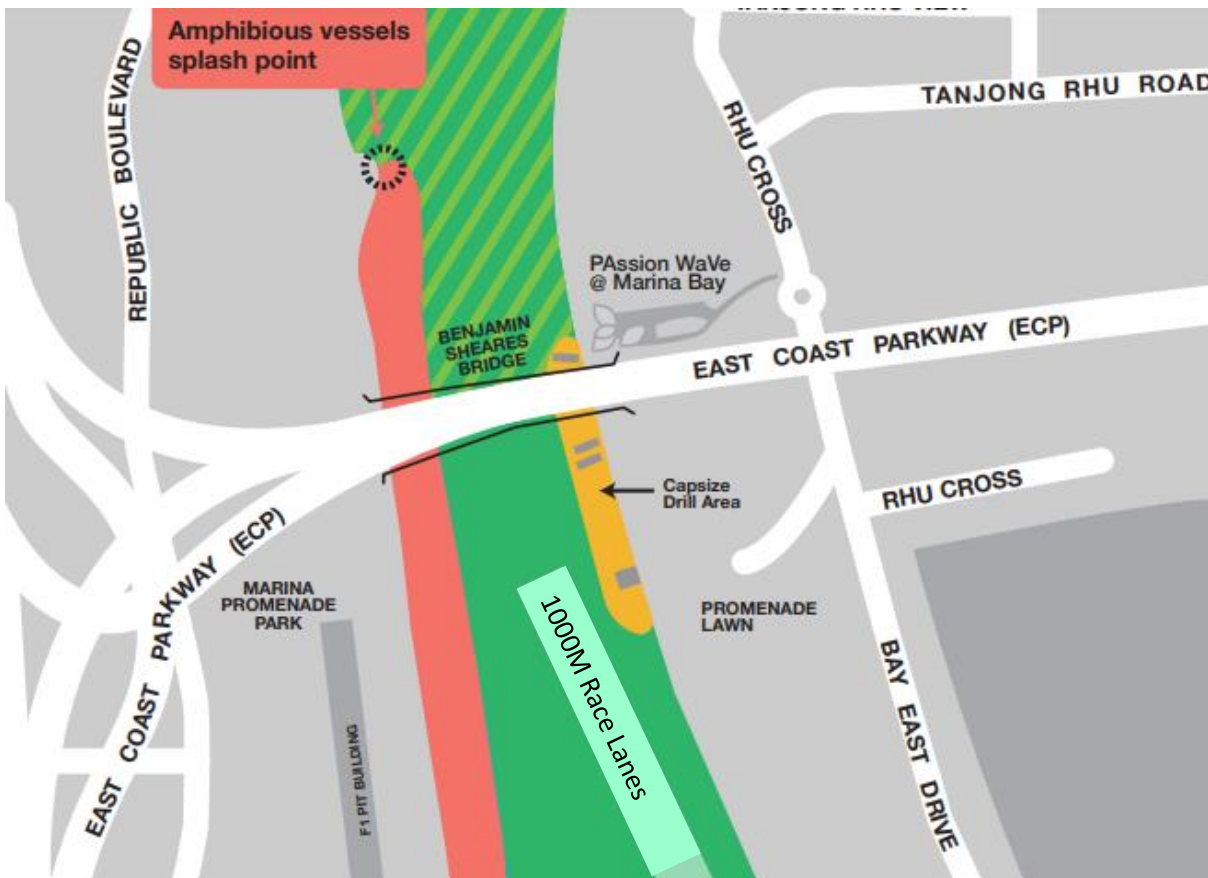
The image below shows the zoning areas under Benjamin Sheares Bridge (across Kallang Basin) for non-motorised vessels (kayakers and dragon boaters) and amphibious vessels.

All water users are to adhere to the zones as indicated and stay clear from the amphibious vessels route for safety.



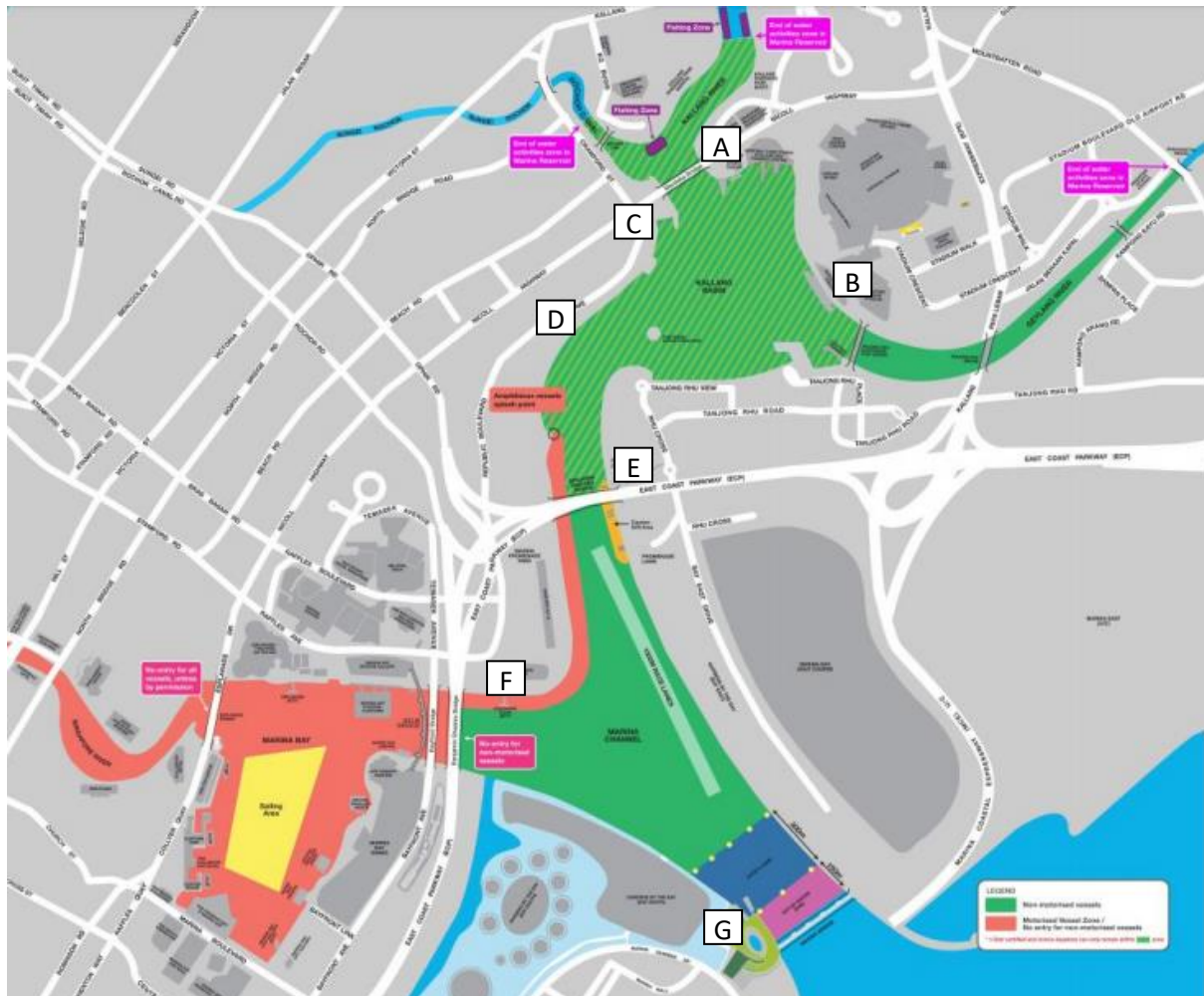
Capsize Drill Area

The capsizing drill area (orange) for certification course is located at the water between the pontoons near the PA Passion Wave.



Emergency Response Plan – Marina Reservoir

In an emergency that any paddler is required to go out of water to the safety of land, paddlers may head for any of the the nearest pontoon /landing area for landing and seek assistance.



A : Kallang Water Sports Centre

B: Sports Hub Water Sports Centre

C: Waterways Watch Society

D: Republic Avenue – Nicoll Highway MRT Station

E: PA Passion Wave @ Marina Bay

F: Singapore Flyer

G: Marina Barrage (shall be the last resort as it is inside the safety zone of the Barrage Gate – never enter when barrage gate / pump is in operation)

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Landing at shores along Kallang River or along Marina Channel is possible for emergency situation that need immediate landing but not recommended as it may lead to cuts and injuries due to plants, rocks or other features that may not be suitable for a smooth landing and evacuation. It may take a longer time for assistance to reach you.

Paddlers are to be aware of their exact location at all times and know how to direct help to them and call 995 ambulance for medical assistance. They should alert any facility staff for assistance if any of them are available at site.

Be prepared that assistance may take some time to reach site. It is important that paddler offering assistance remain calm down and keep the casualty calm and provide assurance during the waiting time.

The following numbers may be of assistance :

Police	999
Ambulance	995
Non-Emergency Ambulance	1777
Singapore Canoe Federation (SCF)	6344 6337 / 9862 4474
Singapore Dragon Boat Association (SDBA)	6440 9763
PA Passion Wave @ Marina Bay	6296 6683
Marina Barrage Control Room	6514 5951
SportsHub Water Sports Centre	6653 8900
(General main line with phone menu before an operator can be reached)	

File an incident report with the Singapore Canoe Federation with a call / short email first followed with a written report when appropriate to do so.

Information correct as at 12 May 2018.



Singapore Canoe Federation Incident / Accident Report Form

This form is to be completed in the event of an unplanned for or unintended, potentially dangerous, occurrence or condition that results in injury, illness, property damage, near miss or other loss (potential Loss). *(Adapted from Wilderness Risk Management 2002)*

If you have any questions regarding how to complete this form properly, please consult the instruction sheet printed behind.

Date of Incident: ____/____/____ (dy/mth/yr)

Time: _____ am/pm

Weather Condition:

Type of Incident:

Fatality Injury Illness Motivation/Behavioural

Property or Equipment Damage/ Theft *(skip to section c and onwards)*

Near Miss *(skip to section d and onwards)* Others: _____

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a) Details of Casualties:

<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Sent to Hospital</u>		<u>Status</u>	
_____	_____	_____	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Outpatient	<input type="checkbox"/> Warded
_____	_____	_____	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Outpatient	<input type="checkbox"/> Warded
_____	_____	_____	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Outpatient	<input type="checkbox"/> Warded

b) Details of Injury Sustained:

(Areas injured, state of patient's level of consciousness)

c) Details of Property or Equipment Damaged/ Loss

d) Circumstances of Accident / Incident:

(Indicate the location, if possible, with sketch. Provide details of activity prior to incident, possible contributing factors)

e) Immediate Action Taken:

(First Aid, CPR, Police/ Ambulance, Closed Down Facility / Training, etc)

f) Eye Witnesses to Incident:

(E.g. teachers, instructors, other participants)

Name

Role

Contact No:

g) Other Information / Comments:

Reported by: _____(Name)

_____ (Role)

_____ (Contact No)

_____ (Signature)

Accident/ Incident Report Form Instructions

The purpose of this Incident / Accident Report form is to help us review our facilities and safety procedures. Please fill in the form as accurately as possible and write legibly. The report you submit will help us to maintain a high level of safety in our operation.

Definitions (Adapted from Wilderness Risk Management 2002)

Incident: An unplanned for or unintended, potentially dangerous, occurrence or condition that results in injury, illness, property damage, near miss or other loss (potential loss).

Motivational or Behavioural Incident: Any incident that arises from the actions, responses or behaviours of individuals or groups of individuals. E.g. reluctance or unwillingness to participate, verbal or abusive utterances or acts, running away, alcohol or drug use, suicidal or homicidal ideation, or any emotional or psychological situation that compromises the person's ability to participate in the program.

Injury: Any harm that impairs normal functioning or causes wounds or damage to a person, (more than a band aid treatment).

Illness: Any ailment, sickness or unhealthy conditions that interferes with normal functioning or causes distress. E.g. Food poisoning, heat stroke, allergies

Near Miss: A "close call". A potentially dangerous situation where safety was compromised but that did not result in injury. It may be a result of human error, equipment fault or other causes.

Property Damage: Any loss or harm to material goods that may result in replacement or repair of those goods.

Nature of Injury: A brief description of the type and location of injury. E.g. Fracture of right upper arm, swelling of right ankle.

Instructions

Weather Conditions: Describe weather at the time of incident.

Type of Incident: Tick item that is most serious.

Details of injury sustained: Describe major and minor injuries sustained and the level of consciousness of casualty. Include diagnosis of doctor if possible.

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Details of Property and Equipment Damaged: Describe damage on the facility or equipment. Include the location of damage as well as the condition of the equipment, i.e. if it can still perform its function safely.

Circumstances of Accident/ Incident: Describe event(s) that lead up to the incident. If necessary, include secondary incidents that happen as a result of the incident.

Immediate Action Taken: Describe the actions taken to address the incident especially First Aid application and safety decision. You may include peripheral decisions and actions that aid or support your management of the incident.

Other Information: Any information that is deemed useful to the understanding of the incident and its management.