



SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

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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 the use of Marina Reservoir for water activities, all users do hereby agree to abide by the following rules and regulations in this document. Henceforth, stated as the terms and conditions of this document.

1. BACKGROUND (Terms and Conditions)

1.1 This document states the rules and regulations for all operational procedures mandatory and to be complied with by all organisations/individuals while using the reservoir and/or its facilities as well as the pecuniary charges applicable.

1.2 PUB recognises and approves the Singapore Canoe Federation and its affiliates for the use of the reservoir for canoeing and their various forms of kayaking activities.

1.3 The use of the reservoir is governed by the Public Utilities Board (Reservoir, Catchment Areas and Waterway) Regulations 2006 as well as regulations mandated by the National Parks Board (NParks) for requirements or any statutory provisions, rules, regulations, directives or any guidelines which may be issued from time to time by PUB or any other relevant authority to access the reservoir while carrying out canoeing/kayaking activities.

2 RATIONALE

2.1 The terms and conditions stipulates the use of Marina Reservoir for all water activities and hereby facilitates the safeguard for usage of water provisions as well as the efficient administration pertinent to facility and storage for all Kallang Water Sports Centre users.

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

2.3 The storage of boats, equipment and usage of the facility at Marina Reservoir is subjected to the availability of resource space and rental fees made applicable.

3 OPERATION HOURS AND PADDLING AREA

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

3.2 Kallang Water Sports Centre activities and the daily paddling hours are strictly conducted from 0700 hrs to 1900 hrs only.

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

3.4 All organisations/affiliates are to ensure that their athletes train within the training hours stipulated and to paddle within the demarcated training areas shown in the diagram found in Appendix A.

3.5 Permission and clearance is to be granted prior to any events or signature races to be conducted and should be obtained by writing in to PUB and SCF respectively.



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3.6 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).

3.7 The minimum age to participate in SCF's Kayaking Orientation Programme and paddle in a double-sit-on-top kayak is 7 years old (from 7 years old to 12 years old), accompanied by an adult aged 18 years old and above on the same boat.

4 DISCIPLINE

4.1 All persons, including Ordinary 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 at all times be responsible for the conduct and manage the discipline of their members when conducting paddling activities at Marina Reservoir.

4.3 SCF reserves the right to take appropriate action against any individual or organisation whom fails to comply with the rules and regulations in this document which is reinstated under Item No.5.

5 CONDUCT OF CANOEING/KAYAKING ACTIVITIES AND SAFETY PRECAUTIONARY MEASURES

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

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

5.2 To ensure all boats deployed to be seaworthy and inspected in accordance to prevailing requirement - Annual Inspection for Composite (includes carbon fibre and fibreglass) and 3 year for plastic vessel material type.

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

5.4 To ensure that the 2 ID numbers displayed on the boats are to be replaced in the condition that they are damaged, misplaced or not visibly identifiable. Boats without ID will not be permitted for use on water.

5.5 To report to SCF immediately or latest within 24 hours any incident on water or land activities related to Canoeing and other paddling activities.

5.6 To launch and recover boats from designated launch pontoon. The designated launch pontoon is the only official site to be used for launching/embarkation and disembarkation/recovery.

5.7 To ensure that no boats or equipment are left unattended, footwear should be placed only at the designated yellow box area on the pontoon. This is to ensure clearance and safety distance, facilitating launching and returning of boats by all users without causing obstruction to others.

5.8 To ensure no leaving of boats on the pontoon, for more than the time necessary to launch or recover from the launch pad. No walking around the pontoon without proper



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footwear, as it may result in paddler's feet being cut or pierced by sharp objects, sustaining serious injury.



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

5.10 To ensure that paddling is done at a safe distance away from the rocks/embankment area, avoiding serious injury should a paddler capsize and hit against the rocks.

5.11 To conduct Canoeing/kayaking activities only at designated areas permitted as shown in Appendix A.

5.12 To follow the direction of traffic while paddling within the 6-lanes in the race course, beginning from the 1000m start point to finishing line near the launch pontoon (Marina Channel and Sports Hub), and not to stop at the end of the finish line but to paddle off to make way for other boats approaching the Finish Line area.

5.13 To ensure that all paddlers are certified with minimum of 1-star kayaking award prior to the use of Canoe Sprint kayaks or canoes deployed on water. This include the use of Canoe Sprint kayaks or canoes in the novice zone (if any). A listing of members of the affiliates and their star certificate details shall be submitted to the Singapore Canoe Federation prior to water activities.

5.14 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 require a lower ratio.

5.15 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.

5.16 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.



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5.17 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.

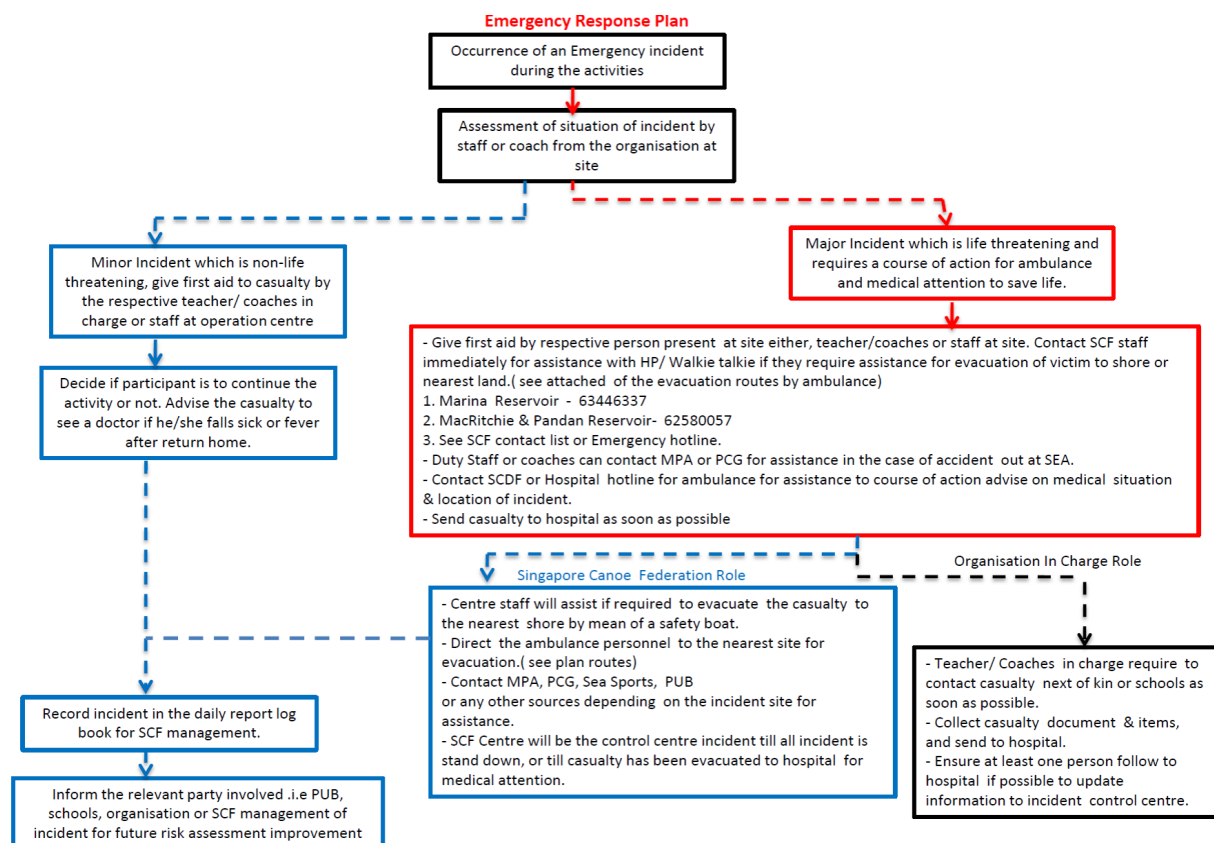
5.18 To ensure Teachers / Coaches or appointed IC of group are to sign in and sign out to report the number of paddlers present for each training session.

5.19 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.

5.20 To understand and agree that all water activities are done at own risk. 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.

5.21 Evacuation Plan

Emergency Response Plan



5.22 Route to Hospital

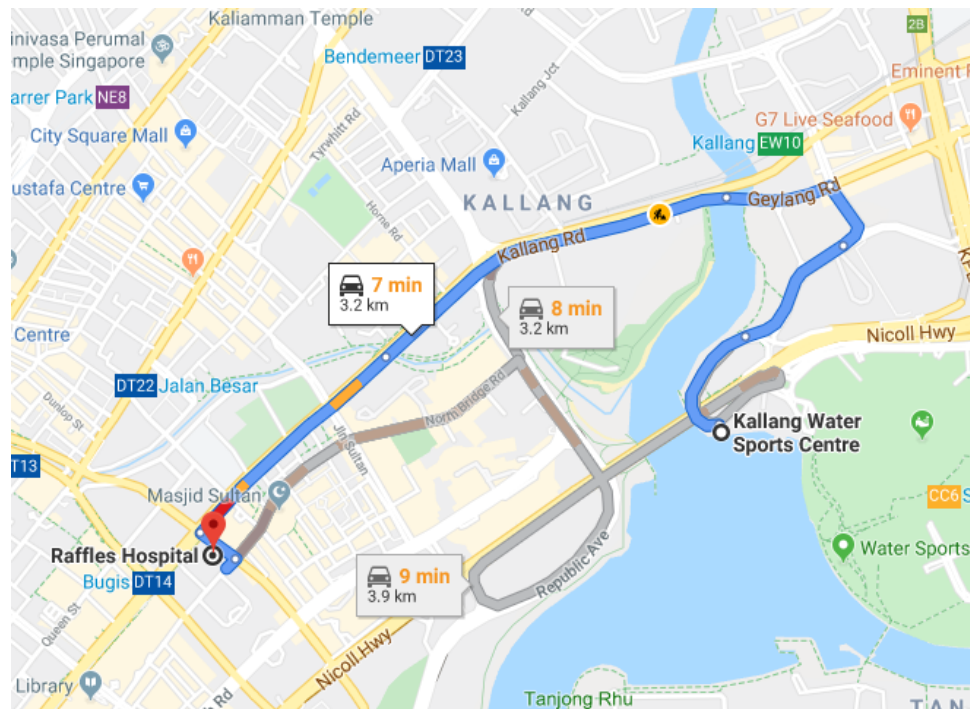


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Nearest Hospital: Raffles Hospital



5.23 To immediately evacuate all paddlers out of the reservoir to a sheltered safe ground and conduct headcount to ensure return of all paddlers at the sound of lightning risk siren / when the lightning risk alert light is on.

The list of lightning risk alert siren / warning lights are available as follow for reference as follows. 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) People's Association PAssion WaVe (PAWV) @ Marina Bay (Tue – Fri 0930 to 1800, Sat, Sun 0700 – 1900)
- b) Marina Bay Golf Course (siren only) (Mon to Fri from 0700, closing time varies according to days)

Siren signals are as follows:

Discontinue play: Series of 20 seconds blasts

Resume play: Series of 5 seconds blasts

Abandon play: Continuous blast

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

5.24 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



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

People's Association PAssion WaVe @ Marina Bay
Tel: 6296 6683

Opening hours:
Tue – Fri: 0930 to 1800,
Sat – Sun: 0700 – 1900,
Closed on Monday.

Assistance will only be possible during opening hours.

2. Paddlers are to follow the instructions from the staff of PAWV @ 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 PAWV @ 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 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 SCF will coordinate with organisations or its affiliates on events held at the Reservoir. This is to ensure proper facilitation, administration, management and approved execution of the events and to adhere to protocols, safety considerations and rules and regulations stipulated by PUB or/and NParks on the use of the reservoir.

6.2 The organisation or affiliate shall seek permission from PUB prior to the conducting of their event at 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 sign out/sign 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 authorities.

7.4 To ensure that access and use of equipment is only by authorised users 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. 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 are to seek consent and approval from SCF and PUB **BEFORE** purchase or transfer of canoes/kayaks in or out of Marina Reservoir. Upon approval, the organisation is to inform SCF 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 is 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 SCF.

7.9 Organisations/Affiliates are to pay in full the storage fee that applies for the boats or use of storage area. Failure in payment will result in the removal / stoppage of use of boats and equipment. SCF reserves the right to remove or dispose of 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



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All users are to comply with the following:

8.1 To provide SCF with a set of spare keys to their storage facilities. This is for emergency purposes and for inspection and maintenance of premises. (To be drawn only by authorised users).

8.2 To ensure that only canoes/kayaks, paddles and accessories i.e. paddles or PFD etc are stored in the designated storage areas.

8.3 To ensure no food in the storage area that may attract monkeys or other animals at the Park. 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 sheds or rooms.

8.5 Users are advised 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. 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 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 THE AREA USED

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 of 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



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10.1 Organisations/affiliates are responsible for the conduct of their members especially pertaining to compliance with these rules and regulations.

10.2 Any user (individual/organisation) found violating any of these rules and regulations, or any laws, rules or regulations concerning the use of the Reservoir under the purview of PUB or other relevant authorities, may be liable to disciplinary action from SCF.

10.3 Any violation of these rules and regulations will be dealt with in the following manner:

First violation: Verbal Warning

Second violation: Issue of Letter of Warning

Third or subsequent violation: Referral to PUB for enforcement action and/or suspension / termination of storage rights, as may be deemed appropriate by the Executive Committee of SCF or any Disciplinary Committee of SCF.

All users are put on notice that:

- (a) Vessel permits issued by PUB under the Public Utilities (Reservoirs, Catchment Areas and Waterway) Regulations 2006 ("PURCAW Regulations") are subject to conditions as may be stated in such permits, with one condition of such permits being compliance with these rules and regulations.
- (b) Vessel permits may be revoked or suspended by PUB under the PURCAW Regulations if, among other things, the holder of the permit has contravened any of the conditions of the permit.
- (c) It is an offence under the PURCAW Regulations punishable with a fine not exceeding \$3,000 to operate a vessel in the reservoir without a valid vessel permit or not in accordance with any condition imposed in connection with such permit.

10.4 For avoidance of doubt, any disciplinary action taken by SCF under this rule for a violation of these rules and regulations is without prejudice to any action 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 waterbased activities, namely, canoeing and kayaking. In order to create a winwin 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.



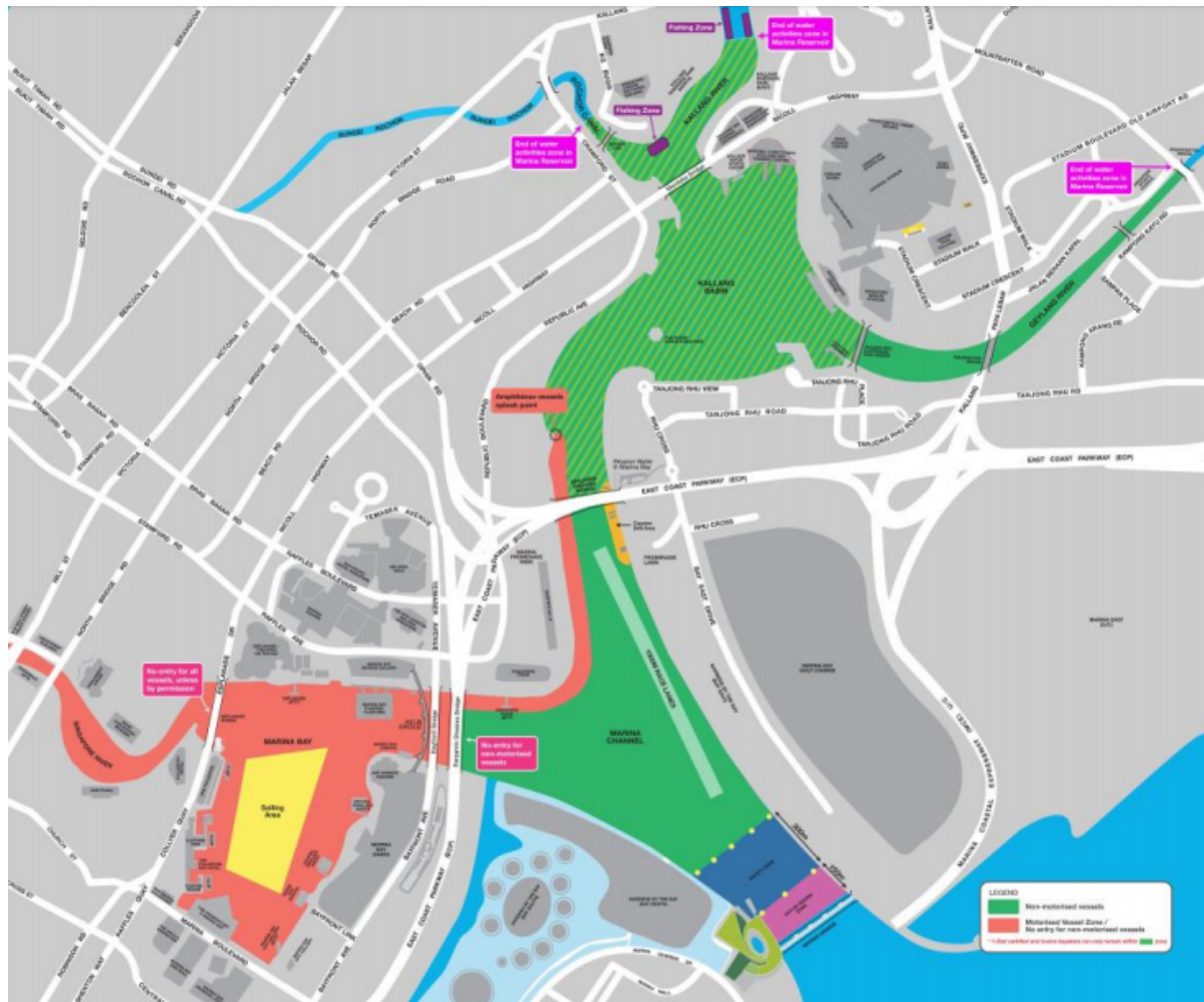
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Appendix A

Green – Water Activities Zone





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





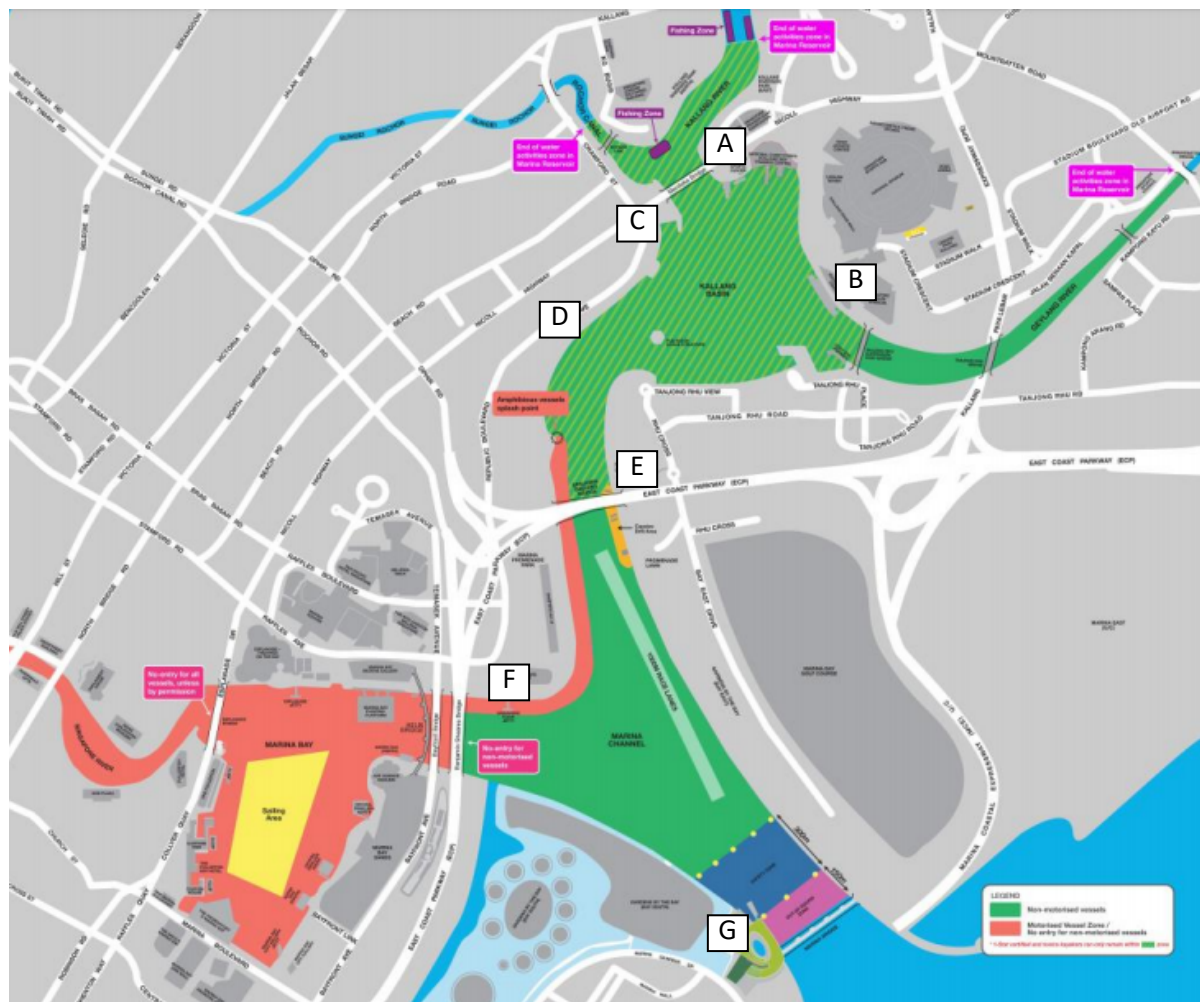
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Emergency Response Plan – Marina Reservoir

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 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: People's Association 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 / 9006 4439
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 6 Jan 2020.



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INCIDENT REPORT

Note that the club or association that you are officiating with may have their own incident reporting forms and processes.

Date and time of incident:

Name/s of person/s involved in the incident and their clubs/associations:

Description of incident:

Witnesses (include names and contact details):

I sincerely and solemnly declare that the above statement is true to the best of my knowledge and belief and that I made the statement knowing that, if it were given in evidence, I would be liable to disciplinary action if I stated in it anything I knew to be false or did not believe to be true.

Name of Declarant

Signature

Date