



**SINGAPORE CANOE FEDERATION**

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

# **Rules and Regulations for the Use and Storage of Equipment at MacRitchie Reservoir for Water Activities**

*By storing boats and/or equipment at MacRitchie Reservoir and/or the use of MacRitchie 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 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 and the MacRitchie Park amenities 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 MacRitchie 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 Paddle Lodge users.

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

2.3 The storage of boats, equipment and usage of the facility at MacRitchie 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 Paddle Lodge is from 0700 hrs to 1900 hrs, in line with MacRitchie Reservoir's opening hours of 0700 hrs to 1900 hrs.

3.2 Daily paddling hours are from 0700 hrs to 1830 hrs only. The pontoon gate will be locked at 1845 hrs and all users are to leave Paddle Lodge and MacRitchie Reservoir by 1900 hrs.

3.3 Rental services for Canoeing/kayaking at the Paddle Lodge can be done online via [https://scf.org.sg/pages/boat\\_booking](https://scf.org.sg/pages/boat_booking) or call us at 6258 0057 on the day itself to check for slot availability.



## **SINGAPORE CANOE FEDERATION**

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

3.4 Paddle Lodge is closed on selected public holidays and no paddling activities will be allowed on New Year's Day, Chinese New Year and Christmas.

3.5 All organisations/affiliates are to ensure that their athletes train within the training hours stipulated and to paddle within demarcated paddling areas shown in Appendix A. The allocated zones for paddling activities are confined only to 3 zones which are the race lanes, the water body around the perimeter of race lanes and the novice beginner's paddling zone.

3.6 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.

## **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 MacRitchie 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.



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

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.





## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

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 wooden platform without proper 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 (Novice / Non-certified/ junior paddlers are restricted to only at the green zone. Certified Paddler Zone will be allowed around the perimeter of the racing lanes and the race lanes).

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, 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.



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

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.

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.

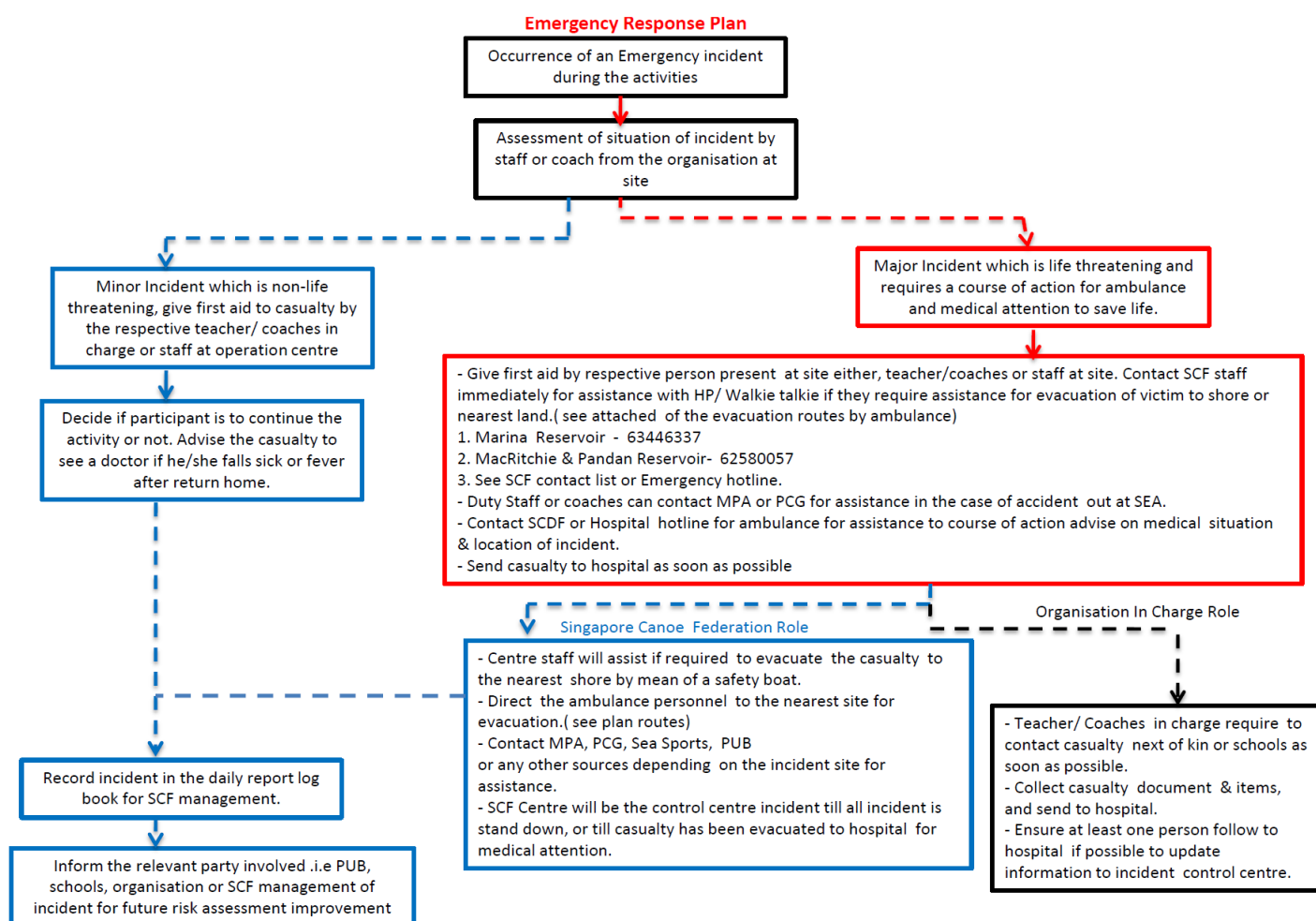
5.18 To ensure Teachers or Coaches or appointed IC of group are to sign in and sign out to report the number of paddlers present for each training session.

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 and park.


### 5.21 Evacuation Plan

#### Emergency Response Plan




## 5.22 Route to Hospital





**Emergency Route**

Ambulance will be on standby / directed to the drop off zone at the carpark entrance to pick up the casualty.



**Mount Alvernia Hospital**

The **Paddle Lodge** will be the emergency control centre.

All casualties will be brought to the jetty by safety boat, and be transported out by means of manpower to the ambulance on standby.

5.23 To ensure the use of the water point at the Paddle Lodge office to be only for replenishing of water supply for consumption.

5.24 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.



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

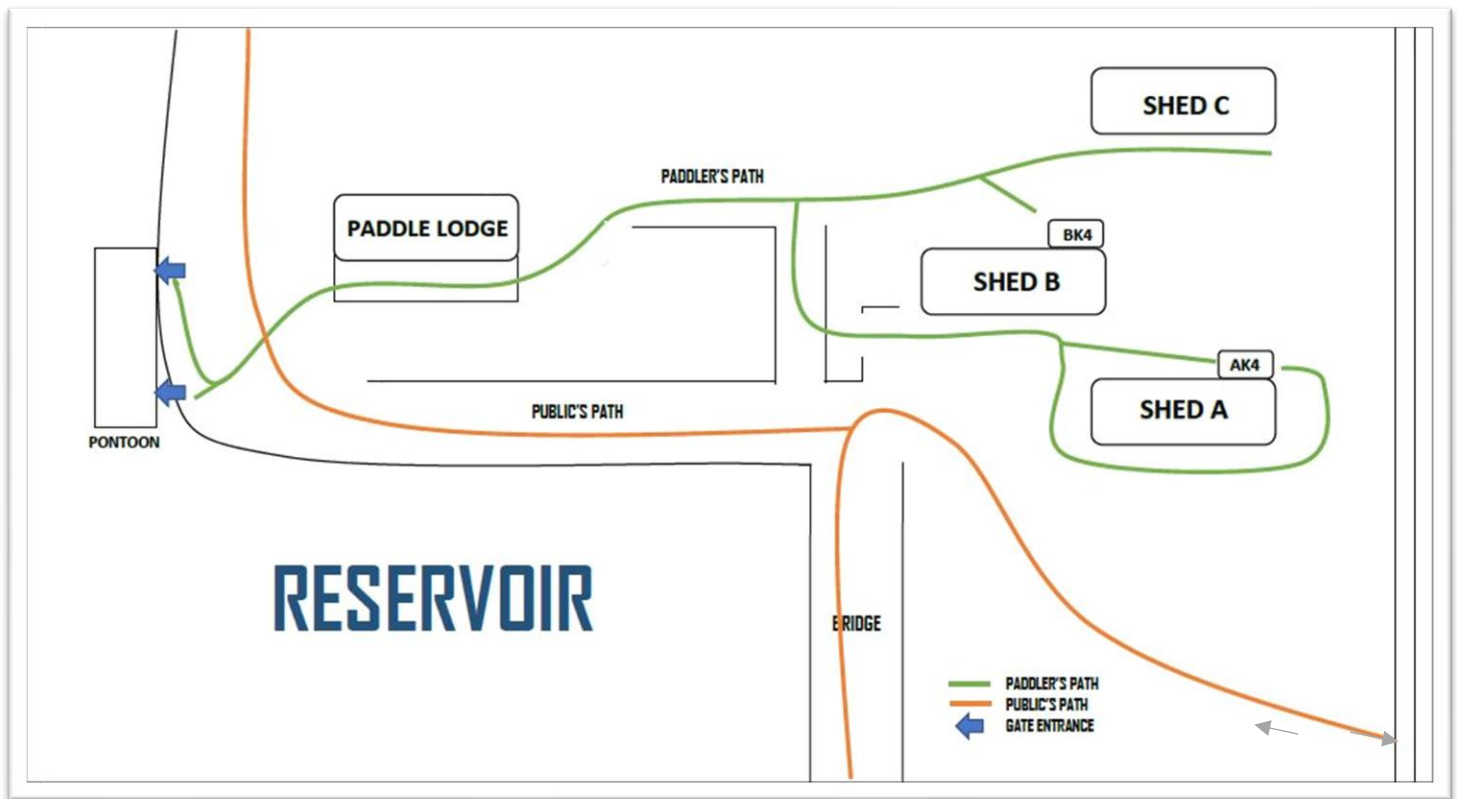
5.25 To have an up-to-date fully equipped first aid kit on land that is adequate to the need of the training activities if first aid is required.

5.26 To exercise care and stop water activities should weather condition be unsuitable for paddling activities. All users are to follow instructions / directions given by the SCF duty officer to stop activities if any is given.

5.27 To move boats from Block A, B or C to the launch pontoon by using only the footpath near the hill unless obstructed by work or activities. This is to reduce the possibility of contact of boats and other park users on land.



## 5.28 Overall Schematic Boat Movement Plan for Paddle Lodge MacRitchie Reservoir



5.29 To strictly follow the paddlers path for the movement of all boats between the launch pontoon and Block A, B and C.

## 6 SPECIAL EVENTS OR GROUP ACTIVITIES

6.1 SCF will co-ordinate with organisations or its affiliates on events held at the Reservoir and Park. 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 and park.

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 OF 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.



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

7.2 For drawing of equipment from Paddle Lodge, only authorised coaches or teachers or appointed IC may sign in/sign out for the equipment for their use. All equipment drawn are to be returned latest by 1830 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 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 MacRitchie 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 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

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 boats or equipment are left outside the storage area after use.

8.4 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.



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

8.5 To ensure no combustible materials or hazardous substances are allowed to be stored in the storage sheds or rooms.

8.6 To lock all gates and doors at boat storage and secure all personal belongings before using the reservoir. 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.

8.7 To report any incident on theft and vandalism to the SCF staff immediately and to make a police report if loss has been ascertained.

8.8 To report any misuse of equipment/boats to the 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.

8.9 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.

8.10 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

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



## SINGAPORE CANOE FEDERATION

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

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.

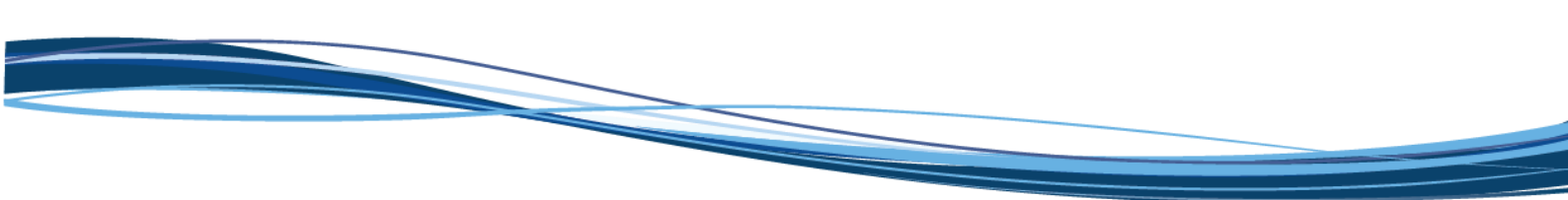
10.4 For avoidance of doubt, any disciplinary action taken by SCF under this rule for a violation of these rules and regulations is without prejudice to any action that may be taken by PUB or other relevant authorities.

## 11 CONCLUSION

11.1 The Reservoir and Park are open to the public for their enjoyment in 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.





**SINGAPORE CANOE FEDERATION**

3 Stadium Drive #01-33 NSA Office Singapore 397630

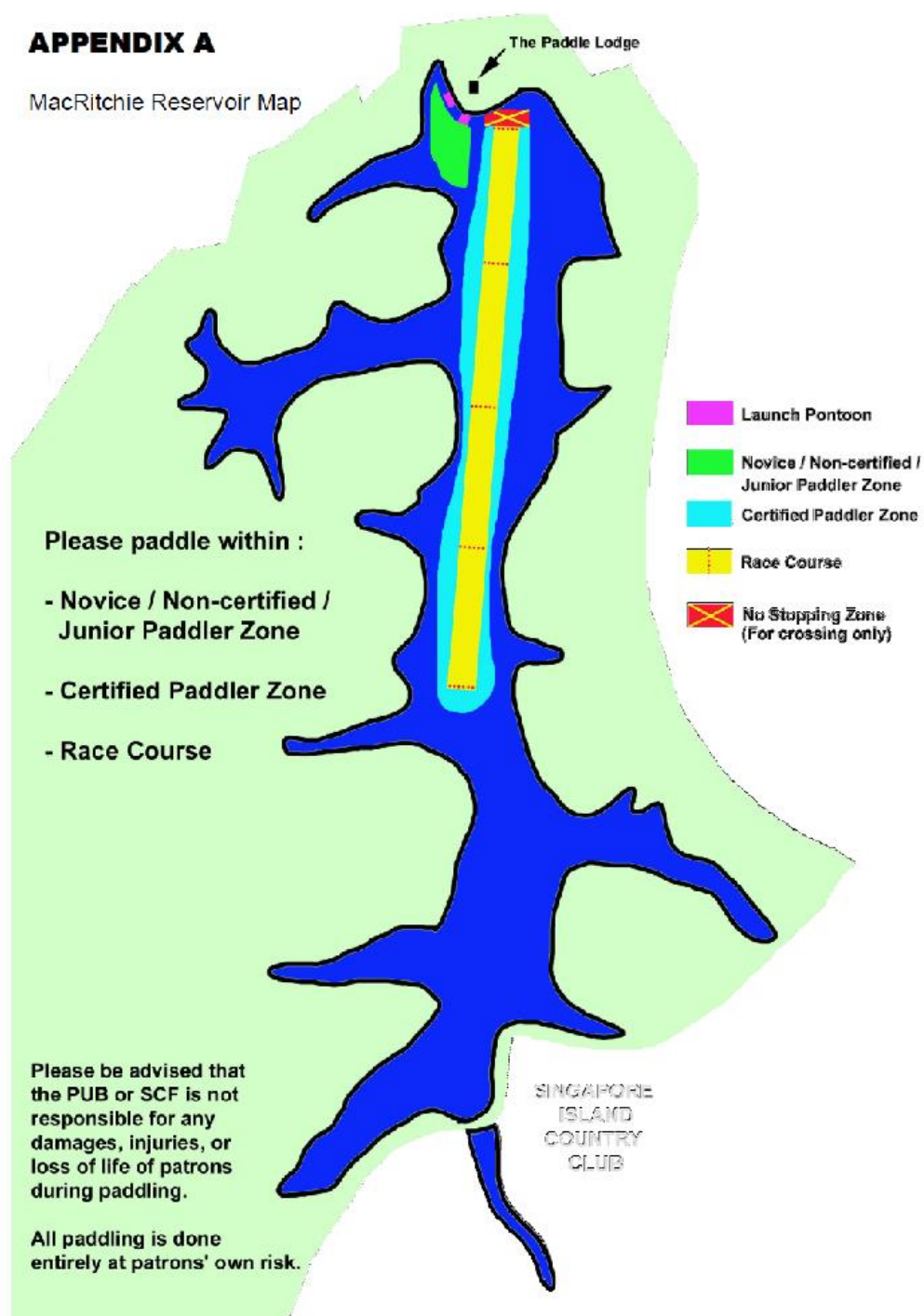
+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)

## Appendix A

# SINGAPORE CANOE FEDERATION

## APPENDIX A

MacRitchie Reservoir Map



**SINGAPORE CANOE FEDERATION**

3 Stadium Drive #01-33 NSA Office Singapore 397630

+65 6344 6337 | [info@scf.org.sg](mailto:info@scf.org.sg) | [www.scf.org.sg](http://www.scf.org.sg)**INCIDENT REPORT**

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

<b>Date and time of incident:</b>
<b>Name/s of person/s involved in the incident and their clubs/associations:</b>
<b>Description of incident:</b>
<b>Witnesses (include names and contact details):</b>

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