**BBOP Steering Meeting Agenda 3/28/2025**

1. **Radios**
   1. Reviewed operation and use. Need updated instructions. Instructions will be in the 2nd drawer of the filing cabinet where radios are stored. ***On*** button is not obvious – it’s the little one on the side. Use channel 68, can also use 69, 71, 72. These are boat-to-boat channels. Agree before heading out what channel everyone will use. Channel and volume on same buttons.
   2. Make sure you *press* the button to talk and then *release it* to listen.
   3. Recommendation to do dryland testing with groups in boatyard periodically.
   4. The charging station has a timer for 4 hrs. Push the timer button Do not need to charge after every practice. When the battery level is about 25% then put it on the charger.
   5. How to wear it: pocket of PFD, tied on outside of safety bag, or on lanyard. Should be accessible in emergencies and not fall off in huli. Figure out your method!
   6. TURN IT ON.
   7. Channel 16 MAYDAY-threat to imminent life or property-Get familiar if you need to contact the coast guard. The information you need to give them, location.
   8. Rinse radios every so often and dry it off afterwards and take out of the floater to dry and charge.
   9. Paul shared handout of Radio emergency use. It will be located in the file cabinet.
2. **Safety Bags -expired flares can save and practice during July 4th.**
   1. Do not transport radios in safety bags or personal items.
   2. Make sure its bag is rolled shut properly so water does not go in it.
   3. Contents: flare (instructions on it), gel (diabetic, low blood sugar), folding knife to cut line in emergency, inner tube rubber to tie iako etc, whistle
   4. White Bin in closet is for radios and not for personal items.
   5. There is a checklist on the safety bags of what you need to do before launching a canoe.
3. **Incident reports**
   1. You will need to fill out if it is an incident happen to someone, medical. A huli report is a separate report. After its completed give it to the safety manager Paul Meyer. Contact information will be on the file.
   2. Damage to the canoe is not an incident. If you have damaged someone else or someone else’s property communicate to BBOP leadership, coaches, safety manager.
   3. Top drawer of locker in green folder that says incident report.
4. **Right of Way instructions** 
   1. We may have the right of way because we are human powered, but we have greater maneuverability than sailboats, ferries, or Coast Guard vessels, so it's best to yield to them. Sailboats may have limited visibility due to their sails, and since we are smaller, it's important to stay out of their way. Larger vessels have the right of way, so please move aside. On Thursdays, there will be a larger sailing race, and in mid-July, expect many sailboats for race week, so exercise caution.
   2. Ferries—avoid getting too close to where you can’t see the bridge. They create a significant wake and are quite large. Keep an eye on the ferry, especially when it’s heading to the dry dock, as well as when whale watching, since they move quickly.
   3. When changing course, make sure your course correction is significant enough to clearly indicate your intentions.
   4. When overtaking another vessel, the boat that is overtaking must yield.
   5. When two similar vessels cross paths, the one on the right has the right of way.
   6. When approaching head-on, both vessels should turn to the right.
   7. A boater safety course is recommended (though not required).
5. **Rigging** 
   1. Check straps to see if they are tight. Check that shims are secure.
   2. Check for 2 *working* bailers (if they have caps, check them, etc). Can not recover a huli without working bailers.
   3. Check plugs, fore / aft dry lockers (no water coming out etc)
   4. Safety straps: all canoes except UL should have one. Blanche has a technique to pull people in from top straps of their PFD. If you are in canoe and they are in water, push them down in water then up into canoe with you. Practice this works well.
6. **PFDs**
   1. PFD for every person needs to be at least in the canoe. If it’s cold its better to have a vest PFD on.
   2. 18 years and under are required to have vest on at all times.
7. **Rinsing canoes/equipment** 
   1. Rinse canoes and wheels after every practice.
   2. Cart now has grip on it.
8. **Storage at CBC**
9. Tie down canoes after every practice.
10. When storing canoes after practice, park carts/cones/cradles around the canoes to protect them.
11. **Launching** 
    1. See Launching Protocol
    2. At the beginning of the season, remind everyone where to stand and how to do it. Reminders may need to be done every few weeks.
    3. EVERYONE should be helping.
12. **Steering certification**
    1. See Steering certification checklist.
    2. Removed the need to learn how to rig but all steers should at least be proficient in how to secure straps on the iako to the canoe.
    3. Monday steering practices will no longer be held. Novices steers can choose to attend any practice offered 6 days a week and ask a coach to practice steering.
    4. Head coach will prefer to have new steers with at least 2-3 years of paddling experience and a good technique paddling before trying to be a certified to steer. Regardless, an individual can still try their hand at steering with experienced steers in seat 5.
13. **Role in the Canoe**
14. The role of steers is to steer and safety of the canoe. Steers should speak up if there is a safety issue.
15. Steers should not be giving coaching advice unless they are a coach or have been instructed by a coach to give feedback. If steers is calling out timing specifically call out the seat # with the issue.
16. In competitive practice steers will be asked to time and follow workouts. Canoes will be kept together during practice unless otherwise directed.
17. **Resources**
18. Documents will be located on BBOP website.

Attendees: Sarah Tanuvasa, Chris Ohana, Kim Reeves, Blanche Bybee, Janice Lapsansky, Adrienne Hegedus, Angie Greg, Andy Snow, Kari Wright, Tom Burkland, Jackie Caplan-Auerbach, Paul Meyer, Denise Diedrich