

ELIOT INSTITUTE
BOAT DOCK COORDINATOR
[Summer camps at Seabeck]

SELECTION: The Dean(s) recruits the Boat Dock Coordinator, with the assistance of the Waterfront Director. S/he is responsible to the Waterfront Director.

QUALIFICATIONS: Should be a responsible adult who is capable of recruiting and supervising other responsible adults (over 18 years of age.)

GENERAL RESPONSIBILITIES: The Boat Dock Coordinator is responsible for ensuring that the use of boats in the Lagoon occurs only in accordance with established safety routines, and only under appropriate adult supervision.

SPECIFIC RESPONSIBILITIES:

- ☞ Be present when the Board Representative signs the Seabeck Waterfront Policy agreement with the Seabeck staff person.
- ☞ Establish and maintain a schedule of adult supervision for the boat dock.
- ☞ Supervise the boating portions of other ceremonies (i.e. the Hiroshima Lantern ceremony and the triathlon)
- ☞ At day's end clean up around the dock area and put away all oars and flotation devices.
- ☞ Know where the first-aid kit is kept (at the Inn) and ensure the volunteers know also.

BOATDOCK COORDINATOR
TIME LINE

BEFORE CAMP

- ___ Register for camp, sign contract and Code of Ethics and return to Registrar.
- ___ Schedule with the Dean the hours the Boat Dock will be open. [Usually 1:00-5:00 pm and 7:00-8:00 pm.]
- ___ Prepare a schedule sheet with spaces where people can sign up for a specific time to be at the boat dock. Shifts are usually two hours. This sign will be posted on the Inn Porch.
- ___ Prepare rules, guidelines for volunteers - put in something they can read quickly and will stay protected - sheet protector or laminated
- ___ Be familiar with Seabeck Waterfront Policy.

FIRST DAY OF CAMP

- _____ Attend Staff Meeting
- _____ Find out where keys are to unlock oars and other equipment.
- _____ Post sign-up sheet on Inn Porch.
- _____ At First Evening Orientation Meeting:
 - 👉 Ask for Boat Dock Volunteers and tell them how to sign up.
 - 👉 Announce when boat dock will be open.

DURING CAMP

- _____ Recruit, with assistance from Volunteer Coordinator, adult campers (over 18 years of age) to serve as Boat Dock Volunteers for one-hour or two-hour shifts.
- _____ Ensure that each volunteer is familiar with established boat dock routines, and post the procedures where the oars are stored.
- _____ Unlock oars, make sure boats are ready for use
- _____ Ensure that each volunteer is familiar with established boat dock routines, and post the procedures where the oars are stored.
- _____ Ensure the Boat Dock is open and properly supervised by volunteers, usually from 1:00 p.m. to 5:00 p.m., and for one hour following supper each day from 7:00 p.m. to 8:00 p.m.
- _____ Supervise the dock when there are no volunteers for a particular time slot or when there is a no-show.
- _____ Know where the first-aid kit is kept (at the Inn) and ensure the volunteers know also
- _____ Conduct boating tests for those boaters younger than 18 years of age. This is usually done the first full day of camp (Sunday) but can be done any time during camp. Children wishing to boat will have a bracelet on which a boating stripe has been placed.
- _____ Supervise the boating portions of other ceremonies (i.e. the lantern ceremony and the triathlon)
 - 👉 At events where large numbers of people use the boats at once it is suggested the boats be pulled onto the beach stern first and entered and exited from there. During the lantern ceremony this will require two strong volunteers to push the loaded boats into and out of the water.
 - 👉 Ensure swimmers, in any events that require them to come to the dock,

they should exit the water and tag their teammate's hand at the end of the dock.



Hiroshima Boat Ceremony at August Seabeck Camp: Two Lifeguards are to be in a boat in the lagoon during the time MAGs are setting out Hiroshima boats. Also each MAG rower must be qualified (passed the boat test).

_____ At day's end clean up around the dock area and put away all oars and flotation devices.

LAST DAY OF CAMP

You will have no responsibilities on the last day as you clean up each day after the boat dock is closed.

AFTER CAMP

If you like, you can write a report to the Board telling of any concerns you have about the boat dock or ideas for the future.

(Revised November 2010)

BOAT DOCK VOLUNTEER PROCEDURES



An adult must accompany all non-swimmers (yellow-strippers) in boats. All boaters under 18 must wear life jackets. It is recommended adults wear life jackets also (to set a good example). Pay extra attention to how well jackets are fastened to non-swimmers.



Assist boaters in and out of their boats ensuring they do so at the low ramp at the end of the dock.



Do not allow dangerous play or standing up in the boats or roughhousing on the dock.



Instruct boaters no to cross the rope into the part of the Lagoon reserved for swimmers and keep a watchful eye to ensure this happens.



Administer boating tests, as required, to campers under 18 years f age, and provide the appropriate bracelet stripe for those who have passed their test. Bracelet supplies are available from the Waterfront Director.



At the end of your shift ensure your volunteer replacement knows who is out in which boats and where they are.



At the end of your shift ensure your volunteer replacement knows where the first-aid kit is located (at the Inn).



At the end of the boating session, check to see that all boats are secured to the dock.



Air horn procedure: 3 blasts on air horn - call 911; 3 more blasts, everyone out of water.

BOATING TEST REQUIREMENTS

- 👉 The person will untie the boat from the dock and will demonstrate how to enter the boat safely and set the oarlocks.
- 👉 He/She will row the boat in a controlled fashion from the dock to the rope at the swimming area and back, passing under the bridge twice without touching the wooden supports.
- 👉 While out on the lagoon, the candidate will demonstrate how people in the boat change seats safely.
- 👉 The person will then return the boat to the wharf, tie it up and demonstrate how to get out of the boat safely.

(Revised April 2010)