



## Instructions for Kayak Check-In and Inspection

### Timing & Location Details

- **Shift time: 5:00am-8:00am**
- **Start Line Location: Cisco Brewers Kitchen & Bar**
  - 1482 E Rodney French Blvd, New Bedford, MA 02744

Kayaks are unloaded on the roadside at the Kayak Drop Off area. A beach Traffic Manager helps keep the kayaks as organized as possible.

### Procedure:

1. Paddler brings vessel to **Inspection Area** (Vessel must be in from the road as far as possible), then gets in line at **Check-in Table**.
2. Check-In Volunteer confirms the following info:
  - Check that **Emergency Contact** is accurate.
  - Check that **Event Waiver** has been signed (if not, have them sign).
3. If all info is confirmed, Check-In Volunteer will release **Vessel Bib** number (matches swimmer number), clipped to pre-filled **Inspection Sheet**, to the next available Kayak Inspector.
  - Remind paddler that they are entitled to pick up a free event t-shirt at the Swimmer Tent at the Finish Line.
4. Paddler then returns to their vessel to **wait for the inspector**.
5. Once available, the inspector:
  - Hands Paddler a copy of the laminated **Escort Instructions** to read.
  - **Inspects the vessel**, making sure it meets the requirements noted on the inspection form (seaworthy, 2 Personal Floatation Devices, whistle, paddle)
  - Asks Paddler if they have **any questions** regarding info on laminated card
  - **SIGN AND DATE INSPECTION FORM**
  - **Affix bib to the paddler's life vest** so that it is legible on the paddler's **BACK**.
  - Make sure Paddler has a **whistle** attached to life vest.
  - Hand **signed Inspection Form** to Paddler.
  - Remind paddler that it is their responsibility to figure out with their swimmer how they will locate one another in the water.
  - Remind paddler to **ALWAYS YIELD TO SWIMMERS**
6. Paddler then moves inspected vessel to the **Ready Area** – **ACCORDING TO WAVE #**
  - Wave 5 = Green cap
  - Wave 6 = Purple cap

7. Paddler MUST give signed Inspection Form to their swimmer immediately.

- **THE SWIMMER CANNOT CHECK IN UNTIL THEY HAVE THE INSPECTION FORM IN HAND.**

8. Make sure all Paddlers know that **PADDLERS SHOULD NOT ENTER WATER UNTIL CALLED**. Paddlers should paddle out and let swimmers find them.

Any problems or questions? See your Start Line Captain.

***Thank you for volunteering at the Buzzards Bay Swim!***