

Daring Adventure

SECTION: Programs

TOPIC: Kayaking

REVIEWED: New

LAST REVISION: 07-26-2016

APPROVAL: Program Committee
07-26-2016

DATE:

1.0 PURPOSE:

- 1.1** To provide guidelines for conducting the kayaking program in a safe and effective manner.

2.0 POLICIES:

- 2.1** Volunteers must possess and demonstrate to staff basic kayaking skills and knowledge.
- 2.2** All volunteers and participants new to our kayaking program (or participants who have experienced a change in their disability or medical condition since their last kayak attendance) must attend the orientation and water test prior to participation or volunteering in the program.
- 2.3** A properly fitted Personal Floatation Device (PFD) must be worn and properly clipped by all staff, volunteers and participants when on the water.
- 2.4** Each kayak seat back will contain a tow line with two carabiners to be used if someone tires and needs to be towed back to the boat ramp.
- 2.5** Staff must have a first aid kit, a copy of all participant and volunteer applications, and a cellphone.
- 2.6** Staff or qualified volunteer pulling the kayak trailer is responsible for ensuring the load is secure and trailer is properly hitched before departing, see transportation policies and procedures.
- 2.7** In the event of inclement weather and if lightning is spotted, all kayakers should return to the boat ramp as soon as possible; kayakers should paddle to shore and follow the inclement weather policies and procedures.
- 2.8** Any accident/incident must be reported to Program Director as soon as possible. An accident report must be filled out as soon as possible by the staff member or the volunteer who witnessed or was involved in the incident/accident.

- 2.9** At least once a year, all equipment will be cleaned under staff supervision. Boats must be checked for leaks, washed and a coat of UV sun protection (such as 303) will be applied, buckles and straps will be checked and replaced as needed. All PFDs and paddle gloves will be hand laundered, checked for tears, and zippers and buckles will be wiped down with a UV sun protection. All paddles will be checked for damage and connections will be lubricated with 303. Notify the program coordinator of any items that should be removed from use for repair or replacement and separate them from the usable equipment.

3.0 PROCEDURES FOR LAKE OUTINGS:

Pre-Activity:

- 3.1** Only transport the number of boats and equipment needed to the lake. Leave any extra boats in the storage unit.
- 3.2** Load boats with their bow to the front of the trailer. Boats should not rest on their hatches (the Caper model will because it is shorter), buckles or the “u” bolts.
- 3.3** Before getting on the road, staff or the volunteer pulling the kayak trailer must check the load. Ensure all kayaks and supplies in the trailer are secured, hatches are secure, straps buckled, drain plugs screwed in, lights and turn signals work and trailer is properly hitched to vehicle. Avoid having straps that flap while driving, as this results in fraying and lose of buckles.
- 3.4** Encourage participants to wear appropriate clothing by following the list of suggested clothing/accessories provided to them by the group leader.

Activity:

- 3.5** Properly fit and adjust a PFD for each participant and volunteer for each outing.
- 3.6** Select a kayak and paddle suitable for each participant.
- 3.7** Teach kayak “anatomy” and how to prepare their assigned kayak for use: how to install and adjust seat, secure hatch and loose items, drain valve, etc. Engage participants in all aspects of the kayaking process, providing assistance as needed.
- 3.8** Demonstrate paddling technique, strokes, kayak entry and exit, and water safety information. Use your first day on the lake to focus on and practice paddling technique and “coaching” participants so that they become comfortable with the equipment. Assess their abilities/needs and make adjustments as needed.
- 3.9** When on the water, paddle as a group. Assign someone to be the lead and someone to be sweep. Try not to get too spread out or to allow less experienced kayakers out too far from the group.
- 3.10** Obey all posted signs at the boat ramp and on the water.

Post-Activity:

- 3.11** Staff or a volunteer will remain with participants after the conclusion of the program until everyone has been picked up.
- 3.12** Before reloading boats after kayaking, remove all items from the kayaks, unscrew drain plugs and drain any water in the boats, rinse off any mud or debris from the boats, clip buckles and re-screw drain plugs in for transport.
- 3.13** Upon returning to the kayak storage unit, check all seat backs and PFD pockets for any personal items. Hang PFDs and seats to dry. Store paddle gloves in white laundry bag to prevent formation of mold.
- 3.14** Before backing trailer into the storage unit, loosen the boat straps on all of the kayaks and reload any boats that were not taken to the lake.

Post-Trip:**4.0 PROCEDURES FOR OVERNIGHT TRIPS**

- 4.1** Follow all safety and transportation procedures as outlined for lake kayaking above.
- 4.2** Participants must have completed a minimum of one session of kayaking (four lake outings) and demonstrated the appropriate kayaking skill level or have the approval of the Program Director to be eligible to participate in overnight trips on moving water.
- 4.3** Establish trip dates, destination, estimated expenditures and sufficient income to cover costs, trip itinerary, transportation needs (including shuttle if needed), minimum/maximum number of participants, volunteer needs, and participation fee.
- 4.4** Schedule/conduct an orientation/pre-trip meeting to discuss menu, (food allergies and dietary needs), equipment and clothing needs, trip itinerary, potential weather and temperature extremes, etc.
- 4.5** Provide a written packing list in advance to all overnight participants.
- 4.6** An extra PFD and spare paddle and multiple day first aid kit must be taken on all overnight trips.