

Rocky Mountain Sea Kayak Club

TRIP LEADER GUIDELINES

Trip Leader's Responsibilities

A trip leader is a trip organizer; not a tour guide.

The trip leader has the right to examine each participant's qualifications, equipment, clothing, food and water, and can refuse participation to those deemed unqualified or improperly equipped for the trip.

The trip leader has the right to set and vary the pace and the route as needed and to turn the party back short of the trip objective if conditions warrant such action.

The trip leader must maintain a roster of all participants.

http://www.rmskc.org/documents/RMSKC_Participant_Roster.pdf

The trip leader must ensure that all participants read and sign an ACA combined membership and waiver & release of liability form before participating in any ACA-insured activity - adult waiver (http://www.americancanoe.org/PDF/ACA_waiver_2008.adult.pdf), minor waiver (http://www.americancanoe.org/PDF/ACA_waiver_2008.minor.pdf). RMSKC members have complied with this requirement when they submitted this form with their membership purchase or renewal.

The trip leader must ensure that all non-RMSKC participants are ACA members by seeing a current ACA membership card or other proof of ACA membership. If a participant is not an ACA member then the trip leader must offer the participant an opportunity to join the ACA by checking one of the options on the ACA Waiver & Release of Liability form. One option is the ACA Event Membership for \$5.00.

The trip leader must conduct the trip in accordance with the ACA's Risk Management Requirements for Paddle America Clubs and ACA Affiliates (http://www.americancanoe.org/PDF/aca_risk_mgt_2008.pdf). The trip leader is responsible for complying with reasonable and appropriate safety standards on the trip.

The trip leader must report all property damage and/or injuries to the Event Coordinator within 24 hours of the end of the trip. This is to ensure these are reported to the ACA within their 7-day requirement.

Members' Responsibilities

Trip participants should acquaint themselves with the nature of the trip and determine it is within their capability.

Each participant must accept responsibility for his/her own safety. **Be prepared to take care of yourself.**

Participants must be physically and mentally prepared for both the expected and possible trip conditions.

Participants must be properly equipped and clothed (**remember the 120 Degree Rule**), and they must carry food and water adequate for the trip.

Recommended Cold Water Survival Chart

Water temperature	Time before exhaustion or unconsciousness	Expected survival time	Recommended clothing
Over 80 degrees	Indefinite	Indefinite	Minimal
70-79 degrees	3-12 hrs.	3 hrs. - indefinite	Light wetsuit vest, Hydroskin
60-69 degrees	2-7 hrs.	2-40 hrs.	Hydroskin, wetsuit shorty, splash gear, semi-drytop
50-59 degrees	1-2 hrs.	1-6 hrs.	3mm wetsuit, insulating layer, drytop w/ insulation

40-49 degrees	30-60 min.	1-3 hrs.	Drysuit w/light to medium insulation inside
32.5-40 degrees	15-30 min.	30-90 min.	Drysuit w/medium to heavy insulation inside
Below 32.5 degrees	Under 15 min.	15-45 min.	Not recommended

Participants must not venture out on their own without first consulting with the trip leader.

All trips will be conducted in the spirit of cooperation amongst its members including varying the pace, route and trip objective.

Any land and water regulation will be obeyed and camp sites, trails and surrounding areas will be left in as good or better conditions than found.

Guidelines for Planning a Trip

1. Determine your paddling destination and consider the possible weather conditions. There are many guidebooks, magazines and information available on the internet. Acquire maps and/or books related to your

paddling area. The RMSKC library may have both.

2. Is this trip for beginners, intermediate or advanced paddlers? Is this an all women/men's trip or co-ed?

3. For river trips, use the International Scale of River Difficulty from the Safety Code of American Whitewater, Section VI, <http://www.americanwhitewater.org/content/Wiki/safety:start> for assistance in determining if all participants have the skill level for that river. Eddy Flower has rated a number of river sections and you may find this helpful

<http://www.eddyflower.com/CountryDetail.aspx>. Remember, the ACA Risk Management Requirements require that a properly-fitting paddling helmet must be worn on class II and above river trips.

4. How much time do you have? Will this be a day trip, a weekend outing, or an extended trip?

5. How many people do you want on this trip? What do you consider too big and too small?

6. What are the travel/shuttle logistics?

7. As soon as you have decided on a trip, notify the Event Coordinator to obtain RMSKC approval for the trip.

8. Before the trip, complete a "Risk Management Plan" and take it with you on the trip. See the Lake Dillon Risk Management Plan for an example

http://www.rmskc.org/documents/Lake_Dillon_Risk_Management_Plan.pdf.

9. What safety equipment is essential? What about personal gear and clothing? Consider consolidating group gear.

10. Meals and drinks. Will they be prepared individually and/or by group sharing?

11. Any special considerations for the trip? Passports, permits, waste removal, water, wildlife and geographic concerns.

12. What is the estimated cost of the trip? How will trip costs be shared?

13. Advertise your trip in the RMSKC newsletter and website, and provide an information sheet to interested members.

14. Plan a pre-trip meeting. Discuss and finalize trip logistics, cost, food, equipment and gear. Get ACA

waiver signed and fees collected.

15. After the trip (within 10 days), send the Risk Management Plan, signed ACA waivers, fees and participant roster to the Event Coordinator.

Guidance for Human Waste Disposal

All trip participants on club-sponsored overnight trips must have access to a means of human solid waste disposal, whether or not they are required by a government agency (e.g. BLM, USFS, NPS) having management authority on the waters being paddled.

METHODS

The trip leader must, prior to the trip, make sure that each participant has made adequate provisions for disposal of their own solid human waste. This must be in the form of one of the below 3 methods. In the case of the boom box, a trip participant may make arrangements to share one with another participant.

Acceptable methods of human waste containment and disposal are either a) Boom box; b) Wag Bags; or c) the Maine "Crap Wrap" system.

- A boom box is a solid-walled container about the size of a large shoebox with 2 screw top lids. They are available at River Mouse and some local rafting stores. Before use spray insides with PAM, add 2 cups of water and a small packet of deodorizer purchase from a hardware, RV or Wal-Mart store.
- Wag Bags are a new product using an absorbent polymer solidifier in a plastic bag all within a zip lock bag. These are available at REI for less than \$3 per unit.
- Crap Wrap is a newspaper- zip lock bag combination as used in Maine that can be made at home – just insert 2 sheets of newspaper inside a 7x9 inch freezer grade Zip lock bag – contact Larry Kline, Matt Lutkus or Gary McIntosh for details.

SUGGESTED METHOD OF USE:

In all 3 methods, especially the Crap Wrap system, it is strongly recommended you urinate in a separate location before performing the major task at hand.

- Boom box and Wag Bag systems: Do your business on the ground and then transfer the "pile" (dirt, twigs and all!) into the bag or boom box lid using a hand trowel. While their use is shown with a toilet seat contraption, wag bags are large enough to use without. It is reported each bag can also be used more than once.
- Crap wrap system: Do your business on the newspaper, fold the paper and contents like a burrito and slip it into a 7x9 inch freezer grade zip lock bag and then into a larger zip lock bag for double containment. You may want to add up to a cup of cat litter before folding the newspaper.

TRANSPORTATION

Boom boxes are usually stored inside the cockpit at your feet or on the after deck.

Crap Wrap and Wag Bags can be stored as follows:

- Against the front bulkhead of your boat so they are protected from punctures.
- Inside a 4-inch diameter PVC pipe from 18 to 24 inches long (cut length to suit your boat) with PVC pipes. Store pipe inside or on deck of boat.

DISPOSAL

- Wag Bags and Crap Wrap zip lock bags can be disposed of in the trash.
- Boom boxes can be emptied in your toilet (gingerly!) and washed out with your garden hose before being air dried for their next use.

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