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## **I. Trip Leader Requirements and Benefits**

### **University Kayak Club Whitewater Trip Leader Guide**

- As a UKC whitewater trip leader you should be a proficient paddler one grade above the level of whitewater on which you are leading. At a minimum trip leaders should be class III paddlers possessing a reasonably reliable roll.
- The whitewater chair (wwc) is required to sign off on all trip leaders. If you have not paddled with the wwc you will need to paddle with him/her before you lead your first trip.
- Trip leaders are asked to lead a trip on days they are scheduled except in extreme circumstances. Asking another trip leader to fill in for you is never a problem, but please keep the trip information updated online (see below). If something comes up and you absolutely cannot lead a trip you are scheduled to lead please be proactive in asking other trips leaders to fill in for you, or ask the club officers.
- In exchange for being a trip leader you are entitled to purchasing gear at a significant discount whenever the club makes a purchase through a vendor. Usually the price is wholesale (40-50% below retail). You are required to lead at least **TWO TRIPS** each year to qualify for this benefit.

## **II. Procedures for Leading Trips**

- Trip leaders are encouraged to schedule their trips as far in advance as possible. This helps the club by increasing visibility; lots of filled in space on the club calendar will encourage more people to join the club. When you have selected a date and ability level for your trip (location not necessary) log on to the club's google calendar. Using the password **boob3141** (no, none of the current officers selected the password) and username **uwkayakclub**. Put your trip on the calendar, and be sure to include (at a minimum) your name, the ability level, meeting time and place, and contact info. If you are uncomfortable leaving your telephone number leave your email address, replacing the @ with the word "at" (to protect yourself from spammers). It is recommended that you also post the trip on the club's Facebook page (group name University Kayak Club). A few days before your trip you should send an email

to all club members ([ukc-all@u.washington.edu](mailto:ukc-all@u.washington.edu)). The general format below is an outline one can use but all the information should be included.

Subject: **UKC (trip type) on (trip date)**

Hi all,

On (date of trip) I am leading a trip on the (Name of Run and River), a class (difficulty level of river) run that is suitable for (first timers/beginners/intermediates/advanced boaters). The water level is forecasted to be at (river level). (Add any additional details about the river, the trip, etc).

We will be meeting at the WAC at (time of meeting) on (day of meeting). Please arrive on time. If you are not driving, bring appropriate gas money to give to your driver.

If you are interested in this trip, please email me:

**For ACA trip insurance paperwork:**

- Your Name
- Your ACA number
- Your Current address

**For planning purposes:**

- Your experience level/which rivers you've done, if I'm haven't paddled with you a lot.
- Status of your roll in the pool? In the river?
- Any medical issues
- Can you drive? If so, how many boats and how many passengers can you take?

**Only if it's applicable to you:**

- Can you safety boat?
- Any Rescue training?

Feel free to contact me with any questions.

- Also prior to your trip (at least 24 hours) you must send an email to the ACA ([insurance@americancanoe.org](mailto:insurance@americancanoe.org)) letting them know the trip is heading out. Your name, club name, trip date, who's going (if known at that time), location should be included. Don't worry if your location changes at the last minute.
- On the day of the trip meet your group at the WAC (unless you have specified another location, and have made arrangements for those who need gear). Check the membership status of everyone whose status you don't know, and have all paddlers fill out a yellow card (if they are using club gear). Fill out a trip form in the binder.
- Make sure that you have necessary gear (see essential equipment)
- **New, for the ACA.** The ACA provides the club's insurance. Everyone going on a UKC trip must be an ACA member\*. Collect membership numbers from everyone before

leaving the WAC, and email them to the ACA using the PAC final report form at [http://www.americancanoe.org/site/c.lvIZIkNZJuE/b.4877807/k.EF0F/Resources\\_and\\_Forms.htm](http://www.americancanoe.org/site/c.lvIZIkNZJuE/b.4877807/k.EF0F/Resources_and_Forms.htm) . It is absolutely essential to fill this report out, and it must be completed within one week of the trip.

- At the end of the day make sure all gear is cleaned and put away in a manner that will allow it to dry. Document any broken or lost gear and email equipment manager.

\*It is acceptable to allow people to “run into” the group at the put-in if they are not ACA or UKC members. However it must be understood that the club is in no way responsible for people who choose to join a UKC group in this manner, and they should not use club equipment (except in the case of an on-water emergency).

### III. Trip Leading Considerations

- Lead a trip anywhere (to include ocean surfing, out of state, overnight, etc.) on anything up to class IV. If you want a trip beyond class IV and feel the need to make it a UKC event talk to the ww chair.
- In addition to properly documenting the trip and gear use it is your responsibility to maximize the safety of the paddlers in your group. If you don't know someone be sure to give them a quick interview before you leave the WAC. If you aren't familiar with Washington paddling please take the necessary steps to educate yourself regarding weather patterns, access, and other issues unique to the region. Make sure you only lead a trip on a run you are comfortable paddling, and know well enough to describe the lines in detail.

The club has done away with formal guidelines for appropriate levels in the local rivers. It is therefore essential that you be familiar enough with the run you propose to lead to understand how difficult it will be at a given level. If you are in doubt please err on the side of safety! If you want guidance please check your decision with the ww czar.

#### \* Essential Equipment-

All of the following equipment is need to be covered by ACA insurance! Extremely important!

1. **Throw bags.** Groups of up to eight (8) participants must carry at least two (2) throw ropes. Groups larger than eight (8) participants must carry at one (1) throw rope for every four (4) participants.
2. **Breakdown paddle.** For example if you chose not to bring a breakdown to the Green River Gorge, you had better have 1) A paddler *other than you* comfortable paddling out by hand or 2) A paddler *other than you* comfortable with doing a very arduous hike out.
3. **A minimal first aid kit consisting of:** CPR mask, triangular bandage, medical tape, and a knife is also strongly recommended.
4. **Proper Personal equipment/ clothing**

a. **Clothing.** Participants should always be prepared to get wet, flip over or go into the water. In particular, if the water temperature is less than 50°F, and/or the combined air and water temperature is less than 120°F, participants must wear **wetsuits, dry suits** or other acceptable clothing.

b. **Helmet.** Participants must wear properly-fitting paddling helmets. Bicycle helmets are not acceptable.

c. **PFD.** Properly-fitting and snug.

5. **Pin Kit.** Class II optional, and Class III and above required.

\* Use common sense with respect to extra gear needs, etc. If you have a large group assume some critical items will be forgotten.

#### **IV. Trip Leader Resources**

If you have paddled several seasons in Washington you are probably familiar with the following resources and information. If you have not, please familiarize yourself with them. They will benefit you as a paddler and a trip leader.

A Guide to the Whitewater Rivers of Washington by Jeff Bennett

<http://nwrfc.noaa.gov>

This is a very useful river level and river forecast tool.

[http://www.americanwhitewater.org/content/River\\_state-summary\\_state\\_WA\\_](http://www.americanwhitewater.org/content/River_state-summary_state_WA_)

Another river level tool, with some run descriptions.

<http://www.nwd-wc.usace.army.mil/nws/hh/basins/data.html?grn+hah>

Flow information for the Green River, if you don't understand the plots ask someone familiar with the Green.

## V. Trip Quick Reference

ASAP Announce trip on Google Calendar

1 Week Prior Announce trip on Facebook and [ukc-all@u.washington.edu](mailto:ukc-all@u.washington.edu)

24 Hours Prior Send email to ACA

### Day Of:

1. Check UKC membership status
2. Check ACA status
3. Essential equipment for the trip
4. Yellow cards for gear UKC trip report in binder ACA trip report online, email to [insurance@americancanoe.org](mailto:insurance@americancanoe.org)
5. Document any injuries to ACA within **7days or immediately**
6. Document any lost or damaged gear to ACA within **7days**

## VI. Trip Leader Contact Info

Trip Leader	Email	Level
Jeff Bowman	bowmanjs @ uw.edu	Class IV
Jule Gust	jgust @ uw.edu	Class III
Mark Lisowski	lisowski @ uw.edu	Class IV
Soyoung Shin	youngasaurus @ gmail.com	Class III
Carla Stapleton	stapletoncm @ hotmail.com	Class II
Robby Martin	robert.martin.14 @ gmail.com	Class IV
Janelle Deane	deanej @ uw.edu	Class II
Andrew Knutzen	andrewknutzen @gmail.com	Class III
Tanya Budiarto	tanya.budiarto @ gmail.com	Class II
Jevin West	jevinw @ uw.edu	Class III
James Cornwall	cornwall @ uw.edu	Class III
Charlie Matlack	cmatlack @ uw.edu	Class II
Zdenek Spacil	spacil @ uw.edu	Class II
George Bergantz	bergantz @ uw.edu	Class II
Josh Bandfield	joshband @ uw.edu	Class II
Eric Phillips	phillips.eric @ gmail.com	Class III
Daril Vilhena	daril @ uw.edu	Class II
Jared Cook	jwcook84 @ gmail.com	Class II