

ACTIVITY POLICIES

OREGON KAYAK & CANOE CLUB (OKCC)

(Amended by the Board January 12, 2015)

The following policies and procedures for planning and conducting club-sponsored activities are intended to help make OKCC trips fun and safe paddling. Not every policy will apply for every activity, but generally these procedures will apply to all club- sponsored activities except off water meetings.

There are several important advantages to organizing an activity as an official club function. Coordinators and assistant coordinators of authorized OKCC activities are covered by the Club's ACA liability insurance. Authorized activities may be advertised on the web site, on the listserv, and/or Facebook. These connections put you in touch with other paddlers who can provide you with planning assistance and organizational support. Well-defined activity policies contribute to an awareness of safety and attract skilled paddlers which can make the coordinator's job easier and allow everyone to have safe paddling trips.

DEFINITIONS

Activity: Any on-water activity, including trips, classes, practice sessions, pool sessions , kayak polo etc. For overnight trips, the term includes associated land-based activities.

Trip: An activity in which the primary goal is to go from one place to another.

Class (Clinic): An activity in which the primary goal is training by Instructor(s) for other Participants.

Coordinator: A volunteer club member who organizes or helps organize an activity on behalf of the club, and whose authority to make decisions necessary for safe and successful conduct of the trip is acknowledged by the OKCC Board and the paddlers who agree to participate in the trip.

Instructor: An coordinator who teaches or helps to teach a class on behalf of the club, whether on land or water.

Assistant coordinator or Instructor: A volunteer club member who assists trip coordinators or instructors, by providing their skills to a trip or class. Assistants include paddlers who are interested in gaining the experience and skills needed to independently organize club trips or classes, as well as those interested primarily in assisting paddlers learning new skills.

Participant: Any person participating in the activity, whether they are an OKCC member or guest.

ROLES FOR ACTIVITIES COORDINATORS, INSTRUCTORS, BOARD

1. Club trips and other activities must be presented to members as such when posting them to the website, listserv or Facebook. Trips not identified as "OKCC Trips" are considered non-club activities conducted among friends.

- A) The Board will maintain a list of coordinators who are authorized to list their trips as OKCC sponsored.
- B) Members can petition the Board to be added to the authorized coordinator list by submitting a paddling history. Include name, age, years experience leading, first aid certifications, professional certifications (e.g. ACA or BCU training or instructor certifications) The member must have paddled with a board member.
- C) coordinators will have at least one year experience paddling the river classification for their trip and preferably some experience on one classification higher.
- D) Coordinators must be currently certified in CPR and 1st Aid and/or recruit at least one OKCC member who is certified for any river or lake trip. This requirement means there must be at least one qualified CPR/1st aid member on all OKCC paddling trips

2. Instructors should present an outline of the planned class and to the Clinics Coordinator. This must include scope of the skills taught, classification of the river section to be run and prerequisites for students.
- 3 All prospective coordinators should contact a board member or use the website to get a copy of the trip coordinator's package, which includes helpful information for planning and organizing successful activities.

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4. Trip participants should arrive at the put-in prepared with equipment and clothing necessary for safe paddling. For all trips, all participants and coordinators are required to:
 - A) Wear a securely fastened PFD at all times while on the water. PFD must be US Coast Guard, Transport Canada or European Union approved.
 - B) Decked kayaks and open canoes require float bags. Kayakers must wear a spray skirt. (Not required in sit-on-top kayaks or inflatable boats.)
 - C) Carry food and water appropriate to the length of the trip.
 - D) Carry at least one first aid kit is required for each 10 participants. (self-selected contents).
 - E) Carry a throw rope and knife for rescue.
 - F) Wear cold water protective clothing as appropriate, per the Cold Water Protective Clothing policy in Item 13 below.
 - G) Have and use other equipment and clothing appropriate to expected conditions, and as required at the discretion of the trip leader.
 - H) Have a whistle readily accessible.
 - I) Wear a helmet in an water classification 2 or more.
 - J) All river and lake trips must have at least one participant with current CPR and 1st Aid Certification.
5. On all activities, coordinators and assistant coordinators insure the group carries a spare paddle if the river does not have road access for a river distance of more than a mile.
6. Each group should have current weather forecast information and current flow (cfs) for the section being paddled.
7. Trip coordinators should follow the procedures in the OKCC Checklist. Pre-put-in checks and safety discussion must take place prior to put-in.
8. No alcohol or marijuana are allowed before or during on-water activities. Illegal drugs are prohibited.
9. For groups of more than 5 boats the coordinator will designated a lead and a sweep boat..
10. The coordinator may refuse or withdraw permission for any person to participate in an OKCC trip/activity. Below are some things that participants can do to avoid being excluded from trips:
 1. Arrive with proper safety gear.
 2. Be safe. Prioritize the group's safety and comfort.
 3. Be prepared: Ask questions prior to arrival regarding the trip coordinator's expectations of rolling ability, immersion protection or gear. Review the rating carefully. Arrive on time. Be prepared for conditions to be more or less demanding than predicted.
 4. Be respectful to your fellow paddlers and to the environment.
11. It is the responsibility of all participants to maintain an awareness of the location and condition of the entire group at all times when on the water. All participants should stay with the group unless given specific permission otherwise by the coordinator. This means keeping close enough to the following boat to communicate with visible or audible signals.

COLD IMMERSION PROTECTION

12. Whenever water temperatures are expected to be below 60 degrees F (i.e. on most club trips), all paddlers are required to wear cold water protective clothing. Trip coordinators may specify a minimum standard to be worn for a trip (example: dry suit required). Depending on conditions, cold water protective clothing may consist of:

- * Water repellent outer shell (jacket; pants if boat is not decked) in combination with synthetic or wool insulation; or
- * Half wet suit (Farmer John/Jane or Shorty) with or without synthetic or wool insulation and a water repellent shell; or
- * Full wet suit; or
- * Dry suit with synthetic or wool insulation worn underneath.

Each trip participant is responsible for determining the specific type or types of clothing to wear for the trip based on anticipated conditions. In making these decisions, participants will consider: water temperature, air temperature, rolling ability, rapid classification, wind, precipitation, distance from roads, and their skills and experience. Trip coordinators may refuse participation at the put-in if, in the coordinator's opinion, the participant is ill prepared for immersion. Questions regarding the OKCC's minimum standard should be addressed by phone, text or email prior to the day of the trip.

PARTICIPATION IN OKCC ACTIVITIES

13. Classes (clinics) are always reserved for OKCC members only – no guests allowed. The Board or any trip coordinator may designate any other OKCC activity as a members-only activity.

14. For all activities not designated as members-only, non-members are encouraged to participate. Non-members will be subject to the same policies and rules as OKCC members. coordinators should fully brief non-members on pertinent club policies at the time of sign-up and/or at the put-in. Non-members must sign the OKCC waiver.

15. For activities which are open to non-members but which have a designated maximum group size limit, the coordinator should specify a sign-up deadline. Prior to the sign-up deadline, OKCC members will receive priority over non-members for participation: non-members will be placed on a waiting list and added to the trip if space is available after the deadline.

16. No person will be allowed to participate in an OKCC activity unless they first sign the OKCC liability release and acknowledgment of risk (release). With an coordinator's approval, a person under 18 years of age will be allowed to participate when accompanied by a responsible adult, and a parent or legal guardian has signed an OKCC release on behalf of the minor. The Responsible Adult accepts responsibility for the minor for the duration of the activity. The Parent or Guardian acknowledges that this responsibility includes authority to authorize medical transport and treatment in an emergency.

17. Coordinators or instructors can refuse participation to any OKCC member or guest based on any safety criteria which they establish or on prior experience with the participant.

POST ACTIVITY PROCEDURES

18. Following all OKCC activities, signed waivers, and any incident report must be filed with the club Secretary.

REPORTING ACCIDENTS OR INCIDENTS

19. In the event of an accident or incident which requires medical attention or might reasonably be expected to result in a claim against OKCC, its Board, instructors or trip coordinator:

1. The **trip coordinator or instructor** shall:
 - a. Promptly notify the Board of the incident, and personally confirm the Board's receipt of that information. Any Board member can be contacted and it is the responsibility of that Board member to inform the entire Board
 - b. Complete an incident report and deliver the report to the Board at the earliest possible time. In the event of severe or fatal injuries, immediately call ACA claims (below) for guidance and advice.

2. The **Board** shall:

- a. File an Incident/Accident Report within 72 hours or as soon as logistically possible, with:

K&K Insurance
1212 Magnavox Way
PO Box 2338
Fort Wayne, Indiana 46801
800 440-5580
fax 260 459-5821
www.k&kinsurance.com

- b. Forward to the club secretary copies of all written reports, any witness statements or other documentary evidence, all phone, email, or FAX communications, and all other information related to the incident.