

# ACTIVITY POLICIES

## OREGON KAYAK AND CANOE CLUB (OKCC)

*Amended by the Board March 2022*

These policies and procedures for planning and conducting activities are to ensure OKCC trips are fun and safe paddling. These procedures will apply to all club-sponsored activities except off water meetings.

There are advantages to organizing an activity as an OKCC club trip. All members are covered by the Club's liability insurance. Authorized activities may be advertised on the website and/or club Facebook group. This connects you with paddlers who can help with planning and organizational support. Well-defined activity policies contribute to an awareness of safety and attract skilled paddlers, making the leader's job easier and allowing 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.

**Leader:** 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 conduct of the trip is acknowledged by the OKCC Board and the paddlers who agree to participate in the trip.

**Instructor:** A leader who teaches a class on behalf of the club, whether on land or water.

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

**Participant:** Any person participating in the activity, either an OKCC member or a guest.

### ROLES FOR LEADERS, INSTRUCTORS & BOARD MEMBERS

1. Club trips and other activities are presented to members on the website or Facebook group and are OKCC Trips unless statements in the description say that it is not a OKCC activity.
  - A. The Board maintains a list of leaders who are authorized to list OKCC sponsored trips.
  - B. Members can ask the Board to be added to the authorized leader 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. Leaders will have at least one year experience paddling the river classification for their trip and preferably some experience on one classification higher.
  - D. Leaders must be currently certified in CPR and 1<sup>st</sup> Aid or recruit at least one paddler who is currently certified. This means there must be at least one qualified CPR/1<sup>st</sup> Aid paddler on all OKCC trips.
  - E. Leaders must have taken at least one day of whitewater safety training or recruit at least one paddler who has taken formal training. This means there must be at least one safety trained paddler on all OKCC trips.
2. Instructors should present an outline of the planned class and to the Clinic's leader. This must include scope of the skills taught, classification of the river section to be run and prerequisites for students.
3. All prospective leaders should contact a board member or use the website to get a copy of the trip leader's package, which includes helpful information for planning and organizing successful activities.

## ACTIVITY POLICIES

4. Trip participants should arrive at the put-in prepared with equipment and clothing necessary for safe paddling. For all trips, all participants and leaders are required to:
  - A. Wear a securely fastened PFD (life jacket) at all times while on the water. PFD must be US Coast Guard, Transport Canada or European Union approved.
  - B. If you bring a guest, make sure they have signed the OKCC Waiver and give it to the trip leader.
  - C. Decked kayaks and open canoes require float bags. Kayakers must wear a spray-skirt excepting sit-on-top or inflatable kayaks (IKs).
  - D. Carry food and water appropriate to the length of the trip.
  - E. Carry at least one first aid kit per ten participants (self-selected contents).
  - F. Carry a throw rope and knife for rescue.
  - G. Wear cold water protective clothing as appropriate, per the Cold Water Protective Clothing policy in Item 13 below.
  - H. All river and lake trips must have at least one participant with current CPR and 1<sup>st</sup> Aid Certification.
  - I. At least one participant must carry a cell phone or satellite communication device.
  - J. Trip Leader will email legible scans or photos of guest waivers to [okccmembership@gmail.com](mailto:okccmembership@gmail.com) , both pages.
5. On all activities, leaders and assistant leaders ensure the group carries a spare paddle if the river does not have road access for a river distance of more than one mile.
6. Each group should have current weather forecast information and current flow (cfs) for the section being paddled.
7. Trip leaders should follow the procedures in the OKCC Checklist Pre-put-in checks and safety discussion must take 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 leader will designate a lead and a sweep boat or use a buddy system.
10. The leader 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 leader'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 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 leader. 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 °F (i.e., most club trips), all paddlers are required to wear cold water protective clothing. Trip leaders may specify a minimum outfit to be worn (example: dry suite required). Cold water protective clothing may consist of water repellent outer wear, full or partial wetsuit or drysuit, all with insulation worn underneath.
13. Each trip participant is responsible for determining the specific type or types of clothing to wear for the trip based on anticipated conditions of water and air temperature, rolling ability, rapid classification, wind, precipitation, distance from roads, and their skills and experience. Trip leaders may refuse participation at the put-in if, in their opinion, the participant is ill-prepared for immersion. Questions regarding the trip's standard should be addressed by participants prior to the day of the trip.

## PARTICIPATION IN OKCC ACTIVITIES

14. Classes (clinics) are always reserved for OKCC members only – no guests are allowed. The Board or any trip leader may designate any other OKCC activity as a members-only activity.
15. 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. Non-members must sign the OKCC waiver for every activity.

16. For activities which are open to non-members, but which have a designated maximum group size limit, the leader 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.
17. No person will be allowed to participate in an OKCC activity unless they first sign the OKCC liability release and acknowledgment of risk (release/waiver). With a leader'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 authorized medical transport and treatment in an emergency.
18. Leaders 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**

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

#### **REPORTING ACCIDENTS OR INCIDENTS**

20. 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 leader:
  1. The **Trip Leader** or **Instructor** shall:
    - a. Promptly notify the Board of the incident and personally confirm the Board's receipt of that information. Any Board member may be contacted, and it is the responsibility of the 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 sever or fatal injuries, immediately contact Paddlesport Risk Management LLC claims (see below) for guidance and advice.
  2. The **Board** shall:
    - a. File and Incident/Accident Report withing 72 hours or as soon as logistically possible, with:

**Paddlesport Risk Management**  
**121 Pulaski Rd**  
**Kings Park, NY 11754**  
**Ph: (631) 269-9696**  
**Fax: (631) 514-3178**

[paddlesports@jacka-liquori.com](mailto:paddlesports@jacka-liquori.com)

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

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