

San Diego Kayak Club  
Host Guidelines

Trip hosts are just that, hosts - they are merely making opportunities available for club members to participate in the sport of kayaking - they are not leaders, or professional, trained guides.

PRIOR TO THE TRIP

1. If you have never hosted a trip, volunteer to co-host a trip with a more experienced host.
2. Make sure your skills are adequate for the type of trip/paddle you are planning.
3. Plan a trip that you are familiar with and have paddled several times. Start small with day trips on the lakes and bays of San Diego and build up to more difficult paddles, multi-day trips or week-long trips.
4. Determine the following information before announcing the trip:
  - Date, location and time to meet
  - Expected time on the water - paddling distances
  - Shuttle needs
  - Trip rating - rate the trip on a "worst case" scenario. See trip rating guidelines
  - Trip paddling speed (slow, moderate, fast)
  - Maximum number of participants
  - Any costs associated with the trip, ie. camp site fees, launch or parking fees, etc.
  - If a multi-day trip, distance to put-in and overnight sleeping arrangements
5. Post the information, well in advance, in the SDKC newsletter. Require an RSVP for more difficult day paddles and multi-day trips.
6. When guests call, use the SDKC's "Guest Interview Sheet" to determine if the guest is suited for the trip. Interview everyone attending. If a club member is bringing a friend, interview them also.
7. For multi-day trips, prepare an itinerary packet that includes all pertinent information about the trip.
8. Request that the guest print the SDKC waiver from our website at <http://www.sdkc.org> and have the waiver signed and ready on the day of the paddle. Otherwise, mail the waiver to the guest or for easy day paddles, give the waiver to the guest the morning of the trip. Give guests sufficient time to read and understand the contents of the waiver before they sign.
9. Check weather and ocean conditions. If conditions are doubtful, make a contingency plan and let your guests know of the change when they call. If conditions are expected to be severe, contact your guests and notify them of a cancellation.
10. Prepare a float plan. Give the float plan to a responsible person or family member. If you do not return on time, the family member or responsible person should contact the Coast Guard or Park Service. See "Float Plan" form.
11. There must be a minimum of three people on a club trip.

DAY OF THE TRIP

12. Arrive at the put-in early. That way, guests can bring you their waivers as they arrive. Assign a co-host to collect all waivers, including your own. After the paddle give the waivers to the current club Secretary at the next club meeting or send via the mail.
13. Review the paddle plan with participants prior to the paddle. Review any signals that may be used and let the guests know where rest and lunch stops may be along the way.
14. Announce to the group who the lead and sweep paddlers/boats are.
15. For long distance or strenuous paddles or at the host's discretion,

appoint lead and sweep boats. If possible, do this before the paddle.

16. For difficult or surf launches, determine, with the lead boat/paddler where everyone will rendezvous once they get through the surf zone. Let the group know to paddle to the lead person/boat. Launch the lead person first and help less experienced paddlers launch. Make sure the lead person waits for all paddlers to meet at the rendezvous point and when everyone is ready and rested, begin the paddle.

17. If the group is larger than ten, consider dividing into two smaller groups. One group for the faster paddlers, one for the more leisurely paddlers. Have the group stay within "hearing" distance of each other and if possible have them stay within small groups of two - three. The distance between paddlers may vary. Farther apart if conditions are benign, closer together if conditions worsen.

18. Check the seaworthiness of all craft. If any participant lacks the appropriate safety equipment or does not have a seaworthy craft, the host may ask them to remain behind.

19. The host should modify the plan if ocean or weather conditions change.

20. Inform the safety committee if anyone in the group does not adhere to safe kayaking practices.

21. Assist trip guests in any appropriate manner.