

The Mountaineers

Sea Kayaking Committee

Leadership Manual

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Introduction

Dear Leader,

The Sea Kayaking Committee would like to congratulate you on becoming a trip leader and for the commitment that you have made of your time and effort. We hope that you, like all of us on the Committee, will enjoy the role that you have chosen and the intangible rewards that will come from the trip participants.

Please take time to review the enclosed Leader's Information Packet. The packet is designed to guide and assist you as a trip leader. This Manual is composed of guidelines rather than rules. It is dynamic and will require updates and changes as new issues come to light. It is a basis to start your growth as a leader. This Manual has been compiled as a joint venture with the active kayak committees in the Mountaineers, mainly Seattle and Tacoma. It is our intention that updates are made with consensus of all branches involved with kayaking so that we have a club wide uniformity. To make changes or updates to this Manual contact your committee's leadership chair with your update. The leadership chair will draft a proposal and send it to the corresponding leadership chairs at the other branches and it will then be proposed to the branch committees. The committees will vote on the update and the leadership chairs will forward the results. If approved by all involved the updated page will be printed and distributed. This page will be added or replace the existing manual page as appropriate.

Before each trip you need to make sure that you have a copy of a Trip Report Form to complete (a sample is included in the packet for you to photocopy). Please fill the report out and return it within a few days of your trip. The report helps us make improvements in our services to trip leaders and participants, find potential leaders, and find new trips and reevaluate old trips. An important function of the report is to provide a record of participants, especially students who are trying to fulfill course requirements.

The Sea Kayak Committee exists to serve the needs of sea kayakers within the club. We encourage you to join the committee and to help with the Sea Kayaking course that is taught by the committee.

We are always looking for new leaders. As you lead trips, or participate in them, identify any potential leaders. Talk to them about becoming leaders, if you feel comfortable doing so, but in any case give their names to the Committee.

Welcome and good paddling,

Trips and Trip Reports

A. General Information on Planning and Conducting Trips

The Sea Kayak Committee thanks you for your commitment of time and energy. We hope that leading trips will enhance your experience of the club and of sea kayaking.

In order to help us plan more effectively, please make copies of the enclosed trip report form prior to leading your trip. Fill out a trip form and return it to the trip coordinator within one week of the trip.

The following leadership guidelines were developed to help you run enjoyable, safe, interesting trips. Please read them carefully. Call the committee chair if you have any questions.

Without this effort the Kayak Committee would not exist.

Advance Preparation

1. Select a trip that suits your skills and comfort level: physical fitness, organizational skills, party size, paddling and rescue skills.
2. Scout the trip if possible/appropriate, especially the longer or higher skill level trips.
3. Calculate tides and currents; allow at least one-half hour at put-in to get everyone organized, outfitted and in the water. **Be conservative and cautious.**

Changes and Cancellations

1. Sometimes changes in published trips are necessary. You must notify your participants and all other parties involved ASAP about changes.
2. If you cannot lead the trip, and cannot find a substitute, please notify all parties involved as soon as possible so that they have a chance to find another trip and/or cancel their boat-rental reservations.

Before the Trip

1. Leave details of your trip with a responsible person
2. Have with you the telephone number of the Mountaineers Emergency Pager, county sheriff, nearest Coast Guard **or** other appropriate authority. Carry change or credit card number for a phone call.
3. Check the weather report, preferably NOAA, as close to your departure time as possible.
4. Verify that the participants have the required skill level and have taken the Sea Kayaking Course or have equivalency. If you are not comfortable with a participant. you may refuse them and suggest another trip. **The Committee and the club will back you.**

Beginning of the Trip

1. Introduce yourself and have all participants introduce themselves.
2. Ask those with health problems that can affect their participation to speak with you privately.
3. Select a lead person, rear guard and a first aid person. Identify those with medical or first aid experience (MOFA for Sea Kayakers).
4. Briefly outline the trip: use a map; cover tides, currents, distances, and stopping points. Point out and discuss any difficult areas.
5. Scan the group for lack of equipment or preparation.
6. If someone is unprepared, will cause problems or endanger the group, you may leave them behind. **The Committee and the Club will back you.** Talk to the individual privately to avoid embarrassment. If the individual refuses to comply, get witnesses.

Trip Safety Issues

1. Be prepared to abort the trip if it becomes dangerous or the skill level exceeds that advertised.
2. Remember that many participants do not have your skills or stamina. Do not increase the skill level or length beyond that advertised, even if the group wants to vote on it - peer pressure is dangerous.

After the Trip

1. Nobody leaves until all participants and their equipment are out of the water.
2. Make sure all the cars start.
3. Make sure that you have all information from them to complete your trip report form.
4. Send in the trip report form to the trip coordinator.

B. Trip Report

Trip: _____ Skill level: Advertised _____ Actual _____

Leader: _____ Co-leader _____

Date(s) of trip: _____ Number on trip including leader(s) _____

Type of trip (circle): Day Evening Weekend Extended

Purpose of trip (circle): Tour Explore Sight-seeing Wildlife

Distance: _____ Total time: _____

Water (circle): River Lake Sound Ocean

Weather: _____ Wind: _____

Waves: _____ Currents: _____

If bulletin notice was incorrect or inadequate, suggest changes:

Briefly describe trip, especially points of interest. Give guidebook reference (if any) for trip and indicate variations made, problems with route, or errors in guidebook. If not in guidebook, describe route.

Briefly describe any people related problems (such as no-shows, walk-ins, late cancellations, injuries, transportation, unpreparedness, unskilled and/or risky behavior) and action taken by leader(s).

Would you recommend that this trip be repeated?

If "Yes", any changes (season, tide, route, length, skill level)?

If "NO", why not?

Names and phone numbers of prospective leaders:

Was there anything on or about this trip that suggests changes for the Sea Kayaking course?

Other comments:

Please return this form, filled out on both sides, within one week of trip, and return to the trip coordinator. YOU MAY SUBMIT THE CLUBHOUSE COMPUTER-GENERATED SIGN-UP LIST IN PLACE OF THE FOLLOWING LIST. IF SO, DON'T FORGET TO INDICATE ANY STUDENTS.

Participant	Address	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

PLEASE INDICATE ANY STUDENTS, SO THAT THEY MAY GET CREDIT FOR THE PADDLE.

Sea Kayaking Committee Policies on Leader Selection, Recruitment, Development and Rewards

A. Scope

This policy covers methods of recruiting new leaders, developing their skills, and rewarding their time and effort.

B. Leader Criteria

1. Nominee shall be a graduate of the Mountaineers Sea Kayaking Course or have been granted equivalency by the committee.
2. Nominee shall have paddled for at least one year after graduation from class or granting of equivalency and completed at least three trips with the Mountaineers.
3. Nominee must be recommended by two trip leaders.
4. Nominee must *lead two supervised* trips including pre-trip planning, sign ups, leading the trip, dealing with on the water group dynamics, and completing a trip report. Each trip must be done under the watchful eye of a sponsoring leader listed as a mentor. Each trip must be mentored by a different leader. The leadership coordinator has a current mentor list.
5. Nominee must be approved by two-thirds vote of the committee members present at the meeting wherein the nominee's name is presented for approval.
6. Nominee will be evaluated in several areas including but not limited to:
 - ◆ Leadership skills
 - ◆ People skills
 - ◆ Sea kayak paddling and handling skills
 - ◆ Judgement
 - ◆ Knowledge of potential risks, including those associated with group trips such as weather and currents
 - ◆ Trip planning
 - ◆ Safety
 - ◆ Emergency procedures

C. Leader Recruitment

1. Invitation by the Committee: The committee may invite individuals who show potential as leaders to become leaders. These paddlers may be identified by committee members or by leaders with whom they have paddled.
2. Requests by paddlers: Paddlers may request to become leaders. These requests will be addressed to the leadership coordinator.
3. Qualified paddlers will be put into training.

D. Skills Development

1. Since sea kayaking involves physical skills, the committee organizes workshops in selected skills for active and potential leaders. These not only benefit the individuals involved, but result in leaders that are more able to increase the skill level of those they lead and are better prepared to cope with unexpected and potentially dangerous conditions. Workshops include paddling technique, surfing, handling currents and eddylines and open water rescue practice.
2. Clinics and workshops are held that cover the particular skills necessary for the leadership role. These include trip planning, navigation and prediction of tides and currents.

E. Reward of Leaders

1. The fees and expenses of outside instructors for selected workshops and clinics for leadership development are paid by the committee.
2. Leaders who participate in the swimming pool and open-water portions of our annual sea kayaking class are provided with refreshments, special training and opportunity to practice the skills being taught in the class.
3. Leaders will experience a growth in their interpersonal management skills.

Sea Kayaking Committee Policies on Leaders' Problem Resolution and Removal

A. Problem Resolution

1. The Sea Kayaking Trip Coordinator will initially handle all complaints and attempt informal resolution by discussions with the involved parties as soon as possible, but in no case later than two (2) weeks after the problem is brought to Coordinator's attention.
2. If the problem cannot be resolved informally, the Trip Coordinator will:
 - ◆ On a problem that requires immediate attention, contact the Committee Chair and coordinate subsequent steps in the process.
 - ◆ In all cases, request the complainant to write a dated and signed letter to the Committee describing the problem and-stating the desired resolution; and inform the complainant that the letter will be shared with the involved parties, the Committee and other Mountaineer officers and staff.
3. All complaints will be discussed by the Committee at its next meeting.
4. If warranted, the parties allegedly causing the problem win be notified verbally and/or in writing and given a chance to respond.
5. If the problem cannot be resolved in a manner that is agreeable to the Committee the Committee may:
 - ◆ In the case of a leader, remove that person from the active leaders list.
 - ◆ In the case of a participant, bar that person from-participation in future trips.

B. Removal From Leaders List

1. Persons may be removed from the leaders list based on:
 - ◆ Personal request of that individual.
 - ◆ Not leading a trip for three years,
 - ◆ A two-thirds vote of the committee members present at the meeting wherein the nominee's name is presented for removal.

Persons removed from the leaders list by vote of the committee will be notified in-writing of the action and the reason why.

Wilderness Ethics and Conservation

A. *Mountaineers General Board Policies on Wilderness Ethics and Backcountry Use*

Backcountry Use Rules

1. Obtain backcountry permits as required.
2. Where required, register climbing parties in advance.
3. Register in other areas whenever possible.
4. Trip leaders will familiarize themselves with and follow any special and specific requirements for each park or forest.

Party Size

Limit to a minimum of 12 or smaller as warranted by the sensitivity of the environment and/or safety concerns and in accordance with the rules and regulations of governing land management agencies.

Exceptions: Field Trips, Seminars and Work Parties

1. Party shall be limited as much as possible and actively managed to avoid environmental damage.
2. Permission of the governing land management agencies for parties in excess of 12 shall be obtained as required.
3. All Mountaineer activity committees shall review their field trip schedules with other activity committees to minimize the overbooking of popular areas. Whenever possible, field trips and seminars shall be held in non-wilderness areas.

Eight Principles

To minimize impact on the wilderness environment, Mountaineers shall follow these principles when participating in Mountaineers activities:

1. Stay on established trails; do not cut switchbacks. When traveling cross-country, tread lightly to minimize damage to vegetation and soil slope
2. Camp in established campsites whenever available. Do not camp in fragile meadows. Camp on snow or rock when away from established campsites.
3. Properly dispose of human waste away from water, trails and campsites.
4. Use a camp stove instead of building a fire.
5. Wash well away from camps and water sources. Properly dispose of wastewater; avoid the use of non-biodegradable soap.
6. Leave flowers, rocks and other natural features undisturbed.
7. Keep wildlife healthy and self-reliant by not feeding them. Pack out all uneaten food. Leave pets at home.
8. Pack out all party litter plus a share of that left by other parties.

B. Conservation Principles for Kayakers

Whether you intend to paddle on long expeditions or short day paddles, your experience will be much more rewarding if the environment in which you paddle is one of natural beauty. Many forms of recreation affect a single element of the environment, but in kayaking we have the opportunity to affect them all: water, air, shoreline, the campsite and the trails. Because our scope is so broad and the popularity of our sport is increasing it is essential we make every effort to leave no trace. Conservation is about sharing, partnership and stewardship for present and future generations of wildlife and people as well as the environment, It is about caring, doing the right thing, and taking responsibility to minimize your impact.

General Code of Conduct

1. Avoid damage to banks and shoreline vegetation.
2. Come ashore only on approved put-in sites such as public parks, DNR beaches and ends of roads or where prior permission has been given. There is a right to land below high tide line but use this only in an emergency.
3. Do not trespass on private property or moorings.
4. Leave no trace.
5. Avoid overcrowding one put-in or campsite. Park away from the put-in or campsite and/or carpool if possible.
6. Always try to leave the areas you visit more pristine than you found it.

Put In

1. Park your car in designated spots.
2. Respect the neighbors of put-in sites.
3. Be discreet when changing into or out of paddling clothing in public places.
4. Avoid spreading out so it is difficult for others to use put-in site. Minimize the time boat ramps are blocked while unloading and loading.
5. Move quietly, talk softly.

Low Impact Traveling

1. Avoid using areas important for migrating waterfowl, nesting birds, nursery sites and spawning fish in the appropriate seasons.
2. Abide by the provisions of the Marine Mammal Protection Act (MMPA):

Whales

- Never pursue an animal and remain at least 100 yards away at all times.
- Limit observing time to 30 minutes or less from a safe distance-, use binoculars.
- Never interfere with feeding, breeding or nursing activities.
- Do not encircle a marine mammal or trap them between another vessel and the shore. Learn to recognize stress-related behavioral signs, such as tail-lopping and spy-hopping.
- Move around animals from behind.
- Do not feed or touch animals; do not discard fish or fish wastes.
- If whales approach your kayak, occasionally tap the side of your boat with hands.
- If you are in a group, line your boats up side by side, whales must surface to breathe, and covering a large surface area with boats inhibits their access to air.

Seals and Sea-lions

- When approaching seal and sea lion haul-outs and nesting bird refuges, stay at least 200 yards from shore. Startling the seals and sea lions could result in their stampeding toward the water, trampling each other on the way. Scaring the birds may result in them abandoning their nests.
- If you notice the seals or seal lions lifting their heads or if you hear birds giving alarm calls slowly retreat from the area.

- Never enter a Wildlife Refuge unless you are positive that it is open.

Low Impact Camping

- It is always better to camp at established sites where your stay will cause no additional damage.
- Choose an area that will not be damaged by your stay.
- Avoid critical wildlife habitats, obvious animal trails and fragile terrain such as stream banks.
- Do not cut standing trees or live branches.
- Avoid digging gutter drainage trenches around tents, choose high ground instead.
- Choose unvegetated sites of rock, sand or gravel. Use grassy areas only if you can avoid trampling tree seedlings and other plants, spend only one or two nights at each site.
- If you clear your sleeping spot of surface debris, small rocks, twigs etc, then "re-debris" it before leaving.
- Be prepared to insure your food is stored safely and is not accessible to animals.
- Build fires below the high tide mark or use established fire sites, restrict to cooking size, disperse collected firewood, bury or scatter the ashes, return firepit to a natural state.
- Use plain saltwater for dishwashing, using sand as a cleanser. Commercial biodegradable soaps are available which can also be used to wash yourself and your clothing.
- Be prepared to take out everything you brought in with you, including all waste products.
- Wherever you stay, leave it in a more pristine state than the way you found it by removing rubbish and dismantling unnecessary or unsafe fireplaces.

Participant Interview Guidelines

A. Participant History / Equipment Review

1. Are you a member of the Mountaineers?
2. Have you completed the “Basic Sea Kayaking” course (when?) or have you been granted equivalency?
3. How much kayaking have you done lately? Where? Weather conditions?
4. What kind of boat / equipment will you be bringing with you? Do you have all essential gear/clothing?
5. What other skills do you have?
6. What other kayaking or related courses have you completed? (surfing classes, MOFA, etc.)
7. Do you have any physical limitations that will affect your participation?
8. Is there anything special you would like to gain from the trip?
9. Do you have any pressing engagements immediately after the trip?

B. Trip Description and Requirements:

1. Meeting place and time (include “in-the-water” time).
2. Required equipment :
 - ◆ Ten Essentials plus Additional Required Equipment
 - ◆ Food, Drink
 - ◆ For overnights include any camping requirements.
3. General trip description:
 - ◆ Breaks and lunch
 - ◆ Miles to cover
 - ◆ Return time
 - ◆ Anticipated weather, tides, current
 - ◆ SK rating and why.
4. Anticipated number of paddlers.

If you feel this person is not qualified, remind them of your responsibility to keep the trip balanced and safely matched to the participants. Highlight for them some of the conditions you expect to encounter, how those conditions might not be a match for them at this time, suggest trips that they might enjoy more, and how they might gain the skills or experience required for this trip.

To check qualifications of participant call the Seattle Club House during business hours 1-800-284-8484. They will tell you if they have graduated from the basic class.

Essential Equipment For Kayakers

A. For Trip Participants

Kayaking Essentials

- Kayak with flotation in both ends
- USCG approved PFD
- Paddle
- Spray Skirt
- Bailing device
- Paddle float or Self Rescue Float
- Whistle or Air Horn
- Chart in Waterproof Case
- Waterproof Compass
- Sunglasses with Strap
- Waterproof Sunscreen (at least 25 SPF recommended)
- Drinking water
- Extra Food
- Extra Clothes in Waterproof Bag
- Visual Signaling Device (e.g. flares, mirror, dye.)
- Waterproof Flashlight with extra batteries and bulbs or Chemical Lightstick
- First-Aid Kit
- Knife
- Water/Wind proof Matches
- Candle or Fire Starter

Additional Recommended Kayak Equipment (may be required by leader)

- Paddle Tether
- Sponge
- Rescue Sling
- Waterproof Jacket
- Repair Kit (e.g. Duct tape and multi-tool)
- 50 ft Floating Tow Rope
- Wet Suit or Dry Suit
- Hat/Sun visor with Strap
- Pogies or Gloves
- Weather Radio (\$20 from Radio Shack)
- Toilet Paper, Trowel, and Plastic Bag
- Spare Paddle
- Chemical Light Stick
- Deck Light
- Waterproof Wristwatch
- Tide / Current Book
- Ground Insulation
- Emergency Blanket / Sleeping Bag

Other Equipment as Determined by Leader

B. For Trip Leaders

Trip leaders are responsible for assuring that the following required items are brought on all trips.

Required Group Equipment

The Ten Essentials Items 1-20 from the "Mountaineers Sea Kayaking Equipment List" plus:

1. Tide & current data (where applicable)
2. Pliers/"Leatherman Tool"
3. Screwdrivers (Phillips & spade), "Leatherman Tool" or Swiss Army knife
4. Weather radio (for overnight or longer trips)
5. Toilet paper and plastic bag for used toilet paper
6. Trowel
7. Lighter
8. Water purification tablets or filter
9. Tarp or tent or space blanket
10. Sugar or hard candy etc. (accessible for hypoglycemia)
11. Garbage bag (for packing it out)
12. Sea sickness remedy (on overnight or longer trips)

Additional Recommended Equipment

1. Weather radio (for all trips)
2. Two-way VHF radio (w/weather channels)
3. Sleeping bag in a dry bag
4. Deck type compass (in addition to or in place of orienteering type)
5. Signal mirror
6. Air horn & pressure can w/unbroken seal (store unassembled in dry bag)
7. Stove, fuel, and pot

If you have extra, bring the following to the put-in just in case someone forgets theirs.

- ◆ PFD, spray skirt, paddle, and bilge pump

Sea Kayaking Trip Classification

Trip Rating	SK I	SK II	SK III	SK IV	SK V	SK VI
Geography <i>(Fetch is defined as the unobstructed distance that the wind can blow over the water and build up waves).</i> nm = nautical miles	In areas protected from waves by nearby landforms in case of wind.	Fetch less than 10 nm unless it is generally possible to land and walk out. Crossings less than ½ nm except for very protected trips.	Crossings up to 2 nm wide and/or fetches longer than 10 nm.	Crossings up to 5 nm.	Crossings more than 5 nm, but less than 3 hours' paddling time at the speed listed with the trip. Exposed ocean coasts are included when precautions are taken.	Trips combining a long fetch with stretches where safe landing may be difficult or impossible for most of a day.
Hydraulics <i>(Expected en route)</i> kt = knot	Insignificant currents	Max. Predicted current up to one kn.	Max. Predicted currents up to two kn.	Predicted currents may be more than 2 kn, but less than slowest paddler's top speed.	Currents may be faster than group can paddle against.	Exposure to hazards at any other levels taken to extremes.
Routes	Day trip near shore.	Either has protection or intermittent places to get out.	May involve crossing eddy lines and tide rips.	May cross <i>strong</i> eddy lines, tide rips and upswellings.	May include landing and launching in surf.	Exposure to hazards at any other levels taken to extremes.
Acceptable Conditions (no guarantees)	Calm	Generally try to avoid choppy water and/or winds above 10 kn.	Generally will not start out in whitecaps, but be prepared for paddling into waves large enough to wash over the deck, and be comfortable paddling in at least 10 kn winds.	May include steep waves and swells. Be comfortable paddling in 15 kn winds.	For groups prepared to <i>knowingly</i> set out in rough weather, whitecaps, and fast currents.	May only be negotiable with favorable conditions. Kayak rescues may not be possible.
Skills and Conditions (The skills and experience required are cumulative with ascending levels.)	Ability to swim. Except with leader's permission: (a) previous experience is required on trips more than 5 nm: and (b) previous practice capsizing and wet exiting (or be willing to learn how before the trip).	Participants must have practiced assisted sea kayak rescue techniques.	Conditions may require bracing skills. Previous group and self-rescue practice (both as rescuer and rescuee).	Conditions may require anticipatory leaning, reflexive bracing, stern rudder with paddle, and the ability to read moving water. Familiarity with charts and navigation.	Trip members must have tested their skills in rough conditions, know their limits, and be self-reliant in the event of separation from the group. The ability to Eskimo roll is highly recommended as conditions can make sea kayak rescues difficult. Rescue practice with the kayak and equipment used on this trip.	Extensive experience and skill including kayak surfing and rolling are required.

Plus or minus signs can be used to further differentiate the levels. For example, a minus sign could be used for a trip which technically gets a given level, but is on the easy side of that level. An asterisk designates training trips open to paddlers new to that level. The distance to be paddled and the expected paddling speed should be listed, but do not affect the trip level.

Due to extra risk, the following factors increase the trip rating ½ level:

- Water temperatures less than 55 degree Fahrenheit, unless participants bring wetsuits or drysuits to wear.
- A slightly faster current or longer crossing when all other conditions meet the criteria of a stated trip.
- Overnight or longer trips, unless an alternative (such as hiking out or being picked up by a support boat) is available.

Sources for Sea Kayak Trip Classification

The Mountaineers Sea Kayaking Committee. *Trip Leader's Manual*. Seattle, Tacoma, ca. 1993.

Harrison, David. *Kayak Camping*. New York: Hearst Marine Books, 1995.

Sources for Beaufort Wind Scale

Burch, David. *Fundamentals of Kayak Navigation*. Second Edition. Old Saybrook, CT: The Globe Pequot Press, 1993.

Dowd, John. *Sea Kayaking, a Manual for Long-Distance Touring*. Revised Edition. Seattle: UW Press, 1988.

Foster, Nigel. *Nigel Foster's Sea Kayaking*. Second Edition. Old Saybrook, CT: The Globe Pequot Press, 1997.

Hutchinson, Derek. *The Complete Book of Sea Kayaking*. Fourth Edition. London: A & C Black, 1994.

Rowe, Ray, et al. *Canoeing Handbook*. Second Edition. West Bridgford, UK: British Canoe Union, 1989.

Yachting Magazine, U.S.A., undated.

Beaufort Wind Scale

Beaufort No.	Seaman's Description of Wind	Terms used by US Weather Bureau	Wind Speed In knots	Approx. Pressure In pd. Per ft.	Description of sea	Description of land	Description of mind
0	Calm	Light	Less than 1	Less than .01	Sea like a mirror. Old wave-patterns only.	Calm; smoke rises vertically.	Boredom
1	Light air	Light	1-3	.01-.06	Ripples, no foam crests.	Smoke drifts indicate wind direction.	Mild Pleasure
2	Light breeze	Light	4-6	.06-.2	Small wavelets, crests have a glassy appearance and do not break. Comfortable kayaking.	Wind felt on face; leaves rustle, vanes do not move.	Pleasure
3	Gentle breeze	Gentle	7-10	.2-.4	Large wavelets, crests begin to break. Perhaps scattered white caps. Good kayaking.	Leaves, small twigs in constant motion; light flags extended.	Great pleasure
4	Moderate breeze	Moderate	11-16	.4-1.0	Small waves becoming longer. Fairly frequent whitecaps. Comfortable limit for novices.	Dust, leaves and loose paper raises up; small branches move.	Joy
5	Fresh breeze	Fresh	17-21	1.0-2.0	Moderate waves, taking a more pronounced long form. Numerous whitecaps, some spray. Weather for experienced kayakers.	Small trees in leaf begin to sway.	Delight
6	Strong breeze	Strong	22-27	2.0-3.0	Large waves begin to form. Extensive whitecaps everywhere, some spray. You <i>must</i> be strong and experienced. Difficult to turn, difficult to make headway, difficult to communicate.	Larger branches of trees in motion; whistling heard in wires.	Delight tinged with anxiety
7	Moderate gale; High wind	Strong	28-33	3.0-4.0	Sea heaps up and white foam from breaking waves begin to be blown in well-marked streaks along the direction of the wind. Definitely outside of the realm of normal paddling.	Whole trees in motion; resistance felt in walking against wind.	Anxiety tinged with fear
8	Fresh gale	Gale	34-40	4.0-6.0	Moderately high waves of greater length. Edges of crests break into spindrift. The foam is blown in well-marked streaks along the direction of wind. This is the practical limit for kayaking (no progress into it). Each paddler must look out for himself. Rescues impractical.	Twigs and small branches broken off trees; progress general impeded.	Fear tinged with terror
9	Strong gale	Gale	41-47	6.0-9.0	High waves. Dense streaks of foam along the direction of the wind. Spray may affect visibility. Sea begins to roll. The paddler is blown backwards.	Slight structural damage occurs; slate blown from roofs.	Great terror
10	Whole gale, Heavy gale	Whole gale	48-55	9.0-12.0	Very high waves with long overhanging crests. The surface of the sea takes on a white appearance. The rolling of the sea becomes heavy and shock-like. Visibility is affected. Fight for survival. Kayak running or lying to a drogue.	Seldom experienced on land; considerable damage occurs.	Panic
11	Storm	Whole gale	55-65	12.0-16.0	Exceptionally high waves. This sea is completely covered with long white patches of foam. Visibility is affected. Small- and medium-sized ships are lost to view for long periods. The kayak is running before the wind or lying to a drogue.		I want my mummy
12	Hurricane	Hurricane	Over 65	Over 16.0	The air is filled with foam and spray. Sea completely white with drifting spray. Visibility from a kayak is near zero. Running with warps astern is probably your only practical option.		Yes, Mr. Jones

Appendix I: Other Considerations for Trip Rating

Wave Length Paddling Magazine (April-May 1996) vs OOPS Trip Rating System

Degree of Strenuousness (“Endurance”)

	Distance	Time	Wind	Waves	Misc.
Not strenuous	< 3 nm	< 3 hours			Ample sheltered spots for resting & easy landings
A	< 4 mi.				<i>Relaxed pace</i>
Moderately strenuous	6 – 10 nm	3 –5 hours			Some sheltered spots for resting & landing
B	4 – 8 mi.				<i>Moderate pace</i>
Strenuous	10 – 15 nm	5 – 6 hours			Infrequent shelter or landing spots
C	8 – 15 mi.				<i>Moderate pace</i>
Very strenuous	> 15 nm	> 6 hours			Little or no shelter or landing spots
D	> 15 mi.				<i>Fast pace</i>

NSWSKC (New South Wales Sea Kayaking Club) Paddle Grading System

The grading system is intended as a rough guide for members to self-assess their suitability for club paddles. It is envisaged that all paddles in the calendar will be graded, possibly within a range, e.g. 1-2. Obviously people with higher abilities are eligible to attend lower grade paddles, but the focus of the paddle would in this case be oriented towards beginners and novices.

The grading system is based on the length of the paddle in terms of the number of km expected to be paddled each day, the exposure of the area to be paddled and the length of unlandable stretches of coast or open ocean. Because weather conditions can drastically affect a paddlers complete a trip comfortably, scaling factors are provided based on *forecast wind speeds and sea heights*. For each grade and set of weather and sea conditions, certain boat and rescue skills are expected.

The idea of the scaling factors is to provide more information based on weather predictions based on *official weather forecasts*. Obviously this can only ever be intended as a guide, but it has the advantage of providing greater information to prospective paddlers than our existing system.

It is hoped that club members organizing paddles take some time in providing a detailed description of what can be expected in terms of length and conditions and to give careful consideration in allocating a grading. Also, any prospective paddlers with doubts regarding their ability to participate in any given paddle are expected to contact the organizer and discuss the issue.

It is assumed that paddlers will have seaworthy kayaks and that any boat deemed unsuitable by the organizer will be turned away.

As suggested by the title, this grading system is open to discussion and any criticisms and comments are welcome.

To obtain the modified grading, add the value for both the wind and the sea conditions. eg. for a grade 2 paddle on a weekend with forecast 12 kn winds and 2 m seas, the new grade would be:

$$\text{Grade 2} + 0.5 (\text{wind}) + 0.5 (\text{seas}) = \text{Grade 3}$$

Grade 1 - Beginner

Distances:	Several km		
Exposure:	Closed or protected water		
Unlandable stretches:	Very short		
Prerequisite:	No experience required		
Notes:	Instruction available; might not be influenced by bad weather		
Scaling factors:			
wind <10kn	add 0;	seas <1.5m	add 0
wind 10-15kn	add 0.5;	seas 1.5-2.5m	add 0.5
wind 15-25kn	add 1.0;	seas >2.5m	add 1.0
wind >25kn	add 1.5;	seas >3m	add 1.5

Grade 2 - Novice

Distances:	<15 km paddling day(s)		
Exposure:	primarily along accessible coastline or protected water		
Unlandable stretches:	short, 1 - 2 km		
Prerequisites:	some paddling experience; able to perform assisted rescues		
Scaling factors:			
wind <10kn	add 0;	seas <1.5m	add 0
wind 10-15kn	add 0.5;	seas 1.5-2.5m	add 0.5
wind 15-25kn	add 1.0;	seas >2.5m	add 1.0
wind >25kn	add 1.5;	seas >3m	add 1.5

Grade 3 - Proficient

Distances:	<25km paddling day(s)		
Exposure:	Possibly short open water crossings		
Unlandable stretches:	up to 5 km		
Prerequisites:	able to perform assisted rescues and surf entries and exits		
Scaling factors:			
wind >20 kn	add 1	seas >2.5 m	add 1

Grade 4 - Intermediate

Distances: <40 km paddling day(s)
 Exposure: Longer open water crossings
 Unlandable stretches: up to 10 km

Prerequisites: able to perform assisted rescues and rescue others; surf entries and exits; reliable Eskimo roll

Scaling factors:
 wind >20 kn add 1; seas >2.5 m add 1

Grade 5 - Advanced

Distances: Long open ocean paddling
 Exposure: Large seas and adverse conditions.
 Unlandable stretches: over 10 km

Prerequisites: very reliable surfing skills and Eskimo roll, ability to self rescue and rescue others

Scaling factors: no weather modifications; paddlers know their limits

Grade 6 - Expedition

Distances: Very long open ocean paddling
 Exposure: Potentially very challenging conditions
 Unlandable stretches: Over 10 km

Prerequisites: Only for experienced advanced paddlers (Notes: Probably invitation only)

Scaling factors: no weather modifications; paddlers know their limits

Actual wind speeds can be approximated using the Beaufort Scale

Sources:

Grading scheme from the Chesapeake Paddlers Association
 Grading scheme from Sea Kayak Association of British Columbia
 Grading scheme from the Kayak Club at the University of Washington

Appendix II: Sample Letter to Prospective Leader

A. *Introduction*

Thank you for expressing an interest in becoming a trip leader with the Tacoma Kayak Committee. Please explore the Leadership Manual that was passed out. Check that you can meet the requirements and have the gear that is required for a leader.

In order for you to get started on the road to leadership I need you to develop a paddle. Pick something that works with the currents, possible exposure to wind, length of daylight and travel time. Some paddles are not effected by currents, hence if you pick one of these it makes the planning easier. The tide heights are in the front of the phone book. The days with the smaller tidal changes are the days with the lower current flows. Please write your trip up for the next committee meeting so we can go over it and get it published in the February Mountaineer. I find that paddle lengths of 6 to 8 miles work well for this time of year. Plan the paddle launch for about an hours drive from Tacoma. Think about a lunch stop and potty spot at lunch and the start if possible. No one knows what the weather will be like in February, but you can guess at cooler temperatures, drizzle, and potential wind. I like to plan for the worst and hope for the best. It is also a good idea to have a "plan B" paddle if conditions deteriorate. This way you do not have to cancel the trip. It could be shortened, or a new destination chosen. Some trips that may work: Longbranch to Eagle Isl. or Pit Passage, Minter Creek out of Purdy, Manchester around Blake Isl. (can be exposed). Anyway you can get the idea. Write up the paddle and bring it to the meeting. We can talk it over and then enter it and find a leader to co-lead your paddle. If you do not find anyone that you are comfortable leading with, I'll go with you schedule permitting.

As the rules stand now, you need to go with two different leaders. The leader you pick should have led at least 6 trips of an SK III difficulty. The more experienced the leader the more you will get out of it. I am trying to give you the full leadership experience by planning, writing up, dealing with the signup phone calls, and personnel problems that might occur. The sign up process can be deceptively challenging, at least in my opinion. Your leader will help you with any questions. You can contact me to help you walk through the process and planning. My home phone is 546-0671. If I am not around leave a message and I'll get back to you.

I know this looks a little overwhelming at first, but breaking it down into its component parts and taking them one at a time makes for easier work. Let me know what's going on and I can help with each step.

Thanks for your interest.

Sincerely,

B. *The Next Step*

By now you have planned your trip, picked a trip leader to help with your trip, and have had your trip published in the Mountaineer. The next phase is dealing with people who call to sign up. You will have to extract some information from these people as to their qualifications, and if they have the minimum amount of gear. After you determine their abilities for the trip you need to give them some information about the trip.

Enclosed you will find a phone questionnaire that the leadership sub-committee has put together to guide you through the process. It is a rough draft but I thought it could be of use.

A perfect number for a training trip is around 8 including trip leaders. This gives a large enough group to work on group dynamics and still is very manageable. 12 is the largest group allowed by Mountaineer ethics guidelines. Less than 4 including leaders one should if it is still worth going or rescheduling. If in the phone conversation you sense that a person is not correct for the trip you could refer them to another trip or tell them that your trip is full. Remember that the personnel on your trip can make it a great trip or turn it into a pain.

Thanks for your interest.

Sincerely,

Appendix III: Sea Kayaking Reading List

This is not intended as an all inclusive list; new books are being published every year. We recommend that you visit a book store, such as the "Armchair Sailor" on Westlake Avenue in Seattle, where there are many books on sailing trips and destinations (often referred to as "cruising guides")- sailboaters share many of our interests and are equally concerned with weather, tides and currents.

We are always trying to improve this list. Please let us know of any "finds."

Sea Kayaking - Books

- ◆ The Coastal Kayaker's Manual - Randal Washburne
- ◆ Sea Kayaking - Nigel Foster
- ◆ Sea Kayaking - John Dowd
- ◆ The Essential Sea Kayaker - David Seidman
- ◆ Eskimo Rolling - Derek Hutchinson
- ◆ Derek Hutchinson's Guide to Sea Kayaking - Derek Hutchinson
- ◆ Sea Kayaking Basics - David Harrison

Sea Kayaking - Magazines, Articles, Pamphlets, Etc.

- ◆ Sea Kayaker magazine
- ◆ Canoe & Kayak magazine (was Canoe magazine until 1994)

Accident Reports and Safety

Most issues of Sea Kayaker magazine contain accident reports and lessons learned. Back issues are available through the magazine.

Navigation, Weather, and the Marine Environment

- ◆ Fundamentals of Kayak Navigation - David Burch
- ◆ Waves and Beaches - Willard Bascom
- ◆ Oceanography of the British Columbia Coast - Richard Thomson
- ◆ Marine Weather of Western Washington - Kenneth Lilly
- ◆ Northwest Marine Weather - Jeff Renner
- ◆ Marine Weather Hazards Manual: West Coast
Gordon Soules Book Publishers, West Vancouver, B.C.
specific weather and water hazards along the coast of British Columbia
- ◆ Coast Pilots - US, Canada, etc., available at marine book stores and marine supply stores, many volumes with detailed information on marine weather, currents, hazards and small craft services.

Currents and Tides - Puget Sound

- ◆ Captain Jack's Tide and Current Almanac (annual) - excellent quick reference
- ◆ Captain Jack's Current Atlas: Pacific Northwest (annual)
- ◆ San Juan Current Guide
- ◆ Puget Sound Current Guide
- ◆ Current and Tide Tables - must be purchased annually and is used in conjunction with both current guides
- ◆ Chart No. 1: Nautical Chart Symbols and Abbreviations - US Government
- ◆ Tide Currents and Charts - US Government
Puget Sound - Northern Part
Puget Sound - Southern Part
- ◆ Tide Prints: Surface Tidal Currents in the Puget Sound - Noel McGary and John Lincoln

Currents and Tides - British Columbia and Alaska

- ◆ Captain Jack's Current Atlas: Pacific Northwest (annual)
- ◆ Current Atlas: Juan de Fuca Strait to Strait of Georgia - Canadian Hydrologic Service
- ◆ Southeast Alaska Current Atlas: Grenville Channel to Skagway - Randel Washburne
- ◆ Washburne's Tables- Randel Washburne - must be purchased annually and is used in conjunction with both current atlases
- ◆ Chart 1: Symbols, Abbreviations, Terms - Canadian Government
- ◆ Canadian Tide and Current Tables, Vols. 5 and 6 (annual) - Canadian Government

Boat Launches and Public Beaches in Washington State

- ◆ Washington Public Shore Guide: Marine Waters - public launches, marine water only
- ◆ Washington Atlas and Gazetteer - public and private launches, marine and fresh water
- ◆ Washington State Parks - Marge and Ted Mueller

Trips and Destinations - Puget Sound

- ◆ Afoot and Afloat Series - Marge and Ted Mueller
 - San Juan Islands
 - North Puget Sound
 - Middle Puget Sound
 - South Puget Sound
- ◆ Washington State Parks - Marge and Ted Mueller
- ◆ Kayaking Puget Sound, the San Juans and Gulf Islands - Randel Washburne
- ◆ Kayak Trips in Puget Sound and the San Juan Islands - Randel Washburne
- ◆ Paddle Routes of Western Washington - Verne Huser
- ◆ The Hidden Coast - Joel Rogers
- ◆ Exploring the Coast by Boat - Freida Van der Ree

Trips and Destinations - British Columbia and Alaska

- ◆ A Guide to the Queen Charlotte Islands - Neil Carey
- ◆ An Explorer's Guide: Marine Parks of B.C. - Peter Chettleburgh
- ◆ The Coastal Kayaker - Randel Washburne
- ◆ Sea Kayaking Canada's West Coast - John Ince and Heide Kottner
- ◆ Explorer Series - Bruce Obee
 - Gulf Islands Explorer
 - Northern Gulf Islands Explorer
 - Pacific Rim Explorer
- ◆ B.C. Islands Series
 - Islands for Discovery - Dennis Harwood and Tom Parker
 - Island Adventures - Richard Blier
 - Island Paddling - Mary Snowden
- ◆ The Hidden Coast - Joel Rogers
- ◆ Exploring the Coast by Boat - Freida Van der Ree

Appendix IV: Telephone Numbers and Internet Addresses

A. *Emergency Telephone Numbers*

Mountaineers Emergency Pager 206/335-0566

Coast Guard

Bellingham	360/734-1692
Ilwaco	360/642-2382
La Push	360/374-6469
Port Angeles	360/457-2200
Neah Bay	360/645-2237
Seattle	206/217-6750
Westport	360/268-0121
Coast Guard Patrol Boat	800/592-9911

County Sheriffs

Clallam County	
East (Port Angeles)	360/452-7836
West (Forks)	360/374-5324
Grays Harbor County (Montesano)	360/249-3711
Island County (Coupeville)	360/678-4422
Jefferson County	
East (Port Hadlock)	360/385-3831
West (Forks)	360/962-2512
King County (Seattle)	206/296-3311
Kitsap County (Bremerton)	360/876-7101
Mason County (Shelton)	360/427-9670
Pacific County (South Bend)	360/875-9395
Pierce County (Tacoma)	253/798-4721
San Juan County (Friday Harbor)	360/378-4151
Skagit County	
East (Mt. Vernon)	360/336-9450
West (Anacortes)	360/293-9229
Snohomish County (Everett)	425/388-3393
Thurston County (Olympia)	360/786-5500
Wakiakum County (Cathlamet)	360/795-3242
Whatcom County (Bellingham)	360/676-6650

Red Tide and Biotxin Hotline 800/562-5632

Seattle Poison Center 206/526-2121

B. *Emergency Radio Channels*

Marine VHF

Distress or hailing: Channel 16,
CB: Channel 9

Coast Guard liaison: Channel 16, Channel 22

C. Information Telephone Numbers

Ferries

Washington State Ferries	206/464-6400 or 800/843-3779
B.C. Ferries	604/669-1211
Guemes Island Ferry	360/293-6356
Lummi Island Ferry	360/676-6730

Washington Water Trails Association 206/545-9161

Washington State Parks 800/233-0321 (Information)
800/452-5687 (Reservations)
360/902-8500 (Hdqtrs in Olympia)

State Parks

Deception Pass State Park	360/675-2417
Moran State Park (Orcas)	360/376-2326
Other San Juan State Parks	360/376-2073 (Eastern) 360/378-2044 (Northern and Western)

San Juan County Parks

Eastsound	378-4600
Friday Harbor	378-2992
Odlin	468-2496

Nature Conservancy (Yellow Island, Long Island) 206/343-4344

Olympic National Park (Port Angeles) 360/452-4501

Whale (and marine mammal) Hotline to report sightings, strandings or harassment 800/562-8832

Washington Marine Weather

206/464-2000, and then the 4-digit extension:

Main directory of all weather reports	9900
Cape Flattery south to Columbia River	9909
Puget Sound and Hood Canal	9910
Strait of Juan de Fuca and Admiralty Inlet	9911
Camano Island to Point Roberts	9913
Coastal Zone	9914
Surf Report	9919

D. Internet Addresses

Washington Marine Forecast (NOAA) http://www.atmos.washington.edu/cgi-bin/forecast_marine

British Columbia Marine Forecast <http://www.weatheroffice.com/free/regions/bc/bcmarine1.htm>

Seattle Weather <http://www.intellicast.com/weather/sea>

Vancouver Weather <http://www.intellicast.com/weather/yvr>

Victoria Weather <http://www.intellicast.com/weather/yyj>

Astoria Weather <http://www.intellicast.com/weather/ast>

Washington State Ferry Schedule	http://www.wsdot.wa.gov/ferries/current
Seattle/Victoria Ferry	http://victoria-line.bc.ca
British Columbia Ferries	http://www.bcferries.bc.ca/
Alaska Marine Highway	http://www.dot.state.ak.us/external/amhs/home.html
Worldwide Ferry Travel Guide	http://www.youra.com/ferry/
Tide and Current Predictor	http://tbone.biol.sc.edu/tide/sitesel.html
Washington Kayak Club	http://www.dlux.net/~wkc/
The Mountaineers	http://www.mountaineers.org/
Washington Water Trails	http://www.eskimo.com/~wwta