



# HOSTING HANDBOOK

May 2, 2019

## **Table of Contents**

- Minimum Competency Criteria for Hosts
- Hosting Responsibilities
- Suggested Beach Talk and Preparation
- Suggested Guidelines for on the Water Management

## **Appendices**

Appendix 1	Meetup Posting Procedures
Appendix 2	Example Paddle Plan
Appendix 3	Nanaimo Paddlers – Guidelines for Participants in Club Paddles

## Minimum Competency Criteria for Hosts

- The minimum skills requirement for hosting a paddle is to be at the “Advanced Beginner” level as shown in the Self Assessment Guidelines table below.

Rating	Skills						
	Forward Paddle	Turning	Moving Sideways	Preventing Capsize	Can Handle Wind, Current, and Waves	Recovery / Rescue	Trip Experience
Novice	Basic forward paddle	Basic sweep stroke	None	Good balance	Flat--water conditions	Ability to wet exit	Short day trips in flat water
Advanced Beginner	Beginning body rotation	Uses advanced sweep strokes & starts to edge	Basic sculling	Basic low & high braces	Calm or protected conditions	Self rescue & assisted rescue	Day trips in calm protected waters
Intermediate	Uses advanced body rotation to produce power	Uses advanced edging to turn	Uses advanced sculling strokes	Brace to prevent capsize	11-16 knots 3 knots 3-6 ft swells, 1-3 ft breaking	Advanced rescues & use of tow line, beginnings of roll	Day and multi-day trips in mild to moderate open water conditions, 8-15 miles per day at 3.5 mph pacing
Advanced Intermediate	Uses polished fluid strokes	Uses advanced edging to turn	Uses advanced sculling strokes	Ability to handle surf landings & high waves	15-20 knots 3+ knots 3-5+ ft. breaking	Roll & rescues in rough water	Multi-day trips 15-20 miles in open water conditions at 4mph
Advanced	Uses polished fluid strokes	Uses advanced edging to turn	Uses advanced sculling strokes	Ability to handle high beam waves and surf landings	25+ knots 3+ knots, tidal races 8+ft. breaking	Rolls and rescues in very rough water	Multi-day trips 20+ miles in open water conditions at 4+mph

A host must also:

- Be comfortable at smoothly performing an assisted rescue, managing an assisted rescue, and have performed an assisted rescue (saltwater recommended) within the past year.
- Be competent paddling in 10 knot winds.
- Be familiar with and competent in all of hosting responsibilities as laid out in the Hosting Handbook

It is expected that hosts will self assess their skills and meet these competency and practice regimen criteria on the honour system. If there is a time they do not meet these criteria, it is expected that the member will step away from hosting duties until they do.

## Hosting Responsibilities

1. **Post the paddle event on Meetup.** (<https://www.meetup.com/nanaimopaddlers/> - *Only post scheduled NP paddles and meetings under the “Event” section. Use “Discussions” and “Message Boards” for other communications.*)

See Appendix 1 for a detailed description of the Meetup posting procedures.

2. **Check wind and weather forecast**

Contact prospective paddlers on Meetup before the event with a weather update, and if there are any concerns. Communicating with attendees can be done by simply putting a comment on the Meetup posting.

3. **Re-post on Meetup any changes to paddle as soon as possible.**

E.g. weather, time, launch, changes or cancellations. Comment on the Meetup posting.

4. **Ensure that you know the skills of all who sign up.**

Check the member profiles on Meetup to get a sense of an attendee’s skill level and whether those skills are adequate for the proposed paddle. If you have any doubts, contact them. If there are still any doubts, contact other members who may have paddled with them. If a paddler arrives at the launch site and it is determined that they do not have the required skills to participate in the paddle, the host has the discretionary authority to request that they not come. Obviously it is far preferable that this decision be made before the member travels to the launch site.

5. **Give a beach talk**

(As discussed in the next section; “Suggested Beach Talk and Preparation.”)

6. **Equipment check**

(As per “Suggested Beach Talk” below and “Guidelines for Participants” in Appendix 3). If a paddler arrives at the launch site without the required essential equipment the host has the discretionary authority to ask the participant to not come, and not to sign up for other club paddles until the deficiency is rectified.

7. **Carry a list of participants with you on the paddle**

8. **Leave a Paddle Plan with someone reliable who is not on the paddle** (even for day paddles). A paddle plan should include:

- Phone numbers for host and host’s emergency contact person
- List of participants (can be downloaded to Excel from Meetup: Attendees / Manage / Tools / Download Attendees)
- Description of kayaks (if possible)
- Departure location
- Departure date and time

- Proposed route (include possible alternate routes if those options are known)
- Expected return time

The Paddle Plan should provide clear instructions to the holder as to a specific time when a search should be initiated if the host does not check in. They should start by calling the host, and then if there is no response, the host's emergency contact person. If the paddler's whereabouts still cannot be ascertained then Search and Rescue should be contacted:

### **Joint Rescue Coordination Centre Victoria**

*(24 hour contact numbers for Search and Rescue for the entire BC coast)*

<b>Toll Free (Emergency):</b>	<b>1-800-567-5111</b>
<b>Phone (Emergency):</b>	<b>1-250-413-8933</b>
<b>Phone (Non Emergency):</b>	<b>1-250-413-8948</b>
<b>Cellular:</b>	<b>#727</b>

An example of a paddle plan format is presented in Appendix 2 at the end of this document.

### **Other Meetup Management Duties after a paddle**

- If the paddle is **cancelled** for whatever reason (poor weather, lack of attendees, etc.) the host should indicate on Meetup what happened. Within the Meetup event page there is a button with "Organizer tools." Options there include "Cancel meetup" and "Edit meetup." If the event is cancelled, the list of interested attendees will be deleted. In some cases it is useful to have this list available for reposting the event at a later time. To preserve the attendee list it is better to use the "Edit meetup" tool. Click on "Edit meetup" and change the title to include "CANCELLED." Add a comment in the event to explain why it was cancelled. Meetup keeps track of how many events individuals attend and if the event is only edited it will still show the listed attendees as having participated. To avoid this, go into "Manage attendees." For each attendee click on the three dots to the right of the name and select "Move to not going."
- For safety reasons it is club policy that a **minimum of three paddlers** stay together (or within hailing distance) at all times. Therefore if a paddle has only two attendees (host and one other) it is not considered a sanctioned club paddle (ie. not insured). The event can take place but it should be understood that its status has changed to a private paddle. If it is clear before the event that there will not be a quorum of three paddlers, the event can be cancelled and then coordinated privately. If the event has passed, go into the event page on Meetup and make a comment as to what happened.
- If any paddlers on an event attendee list do not show up on the day of the paddle the host should note that on Meetup. Under the list of attendees click on the

“Manage” button. Select the attendee(s) in question and click on the three dots to the right of the name. Select “Did not go.” This will move the name into the “Didn’t go” list. If the person did not communicate that they were not planning on attending, they can be further designated “Flag as no show.”

### **Remuneration to Host**

If a host posts a trip on Meetup and is charging an extra organizational fee or service fee or receiving a personal benefit for organizing the trip, he or she must be fully transparent about this when first accounting for the costs of the trip in the Meetup description.

## **SUGGESTED BEACH TALK and PREPARATION**

1. Mention that all paddlers must have the essential equipment for the paddle. You may wish to check for optional equipment also, as listed in “Guidelines for Participants in Club Paddles” in Appendix 3.

### **Essential Equipment:**

- Seaworthy ocean going kayak with watertight bulkheads or floatation and proper deck lines (non-stretch perimeter lines that one can get one’s hands under).
  - Spray skirt
  - \*Paddle
  - Spare paddle
  - \*PFD, to be worn at all times. (Inflatable PFD’s are not recommended)
  - \*Sound signaling device (pea-less whistle, air horn, etc.)
  - \*Bilge Pump
  - \*15m throw line (or tow line)
  - \*If on the water between sunset and sunrise or in periods of restricted visibility, carry one of the following waterproof devices: navigation lights, strobe light, flashlight or 3 pyrotechnical flares.
  - \*Magnetic compass if navigating out of sight of navigation markers
  - \*A proper fitting helmet if in class 3 (or above) waters near shore (surf, tidal currents, rock gardening, etc.)
  - Dry bag containing an extra set of dry clothes
  - \*At least one water-proof first aid kit in the group
  - \* *As mandated by Canadian Coast Guard for small craft under 6m (19’8”)*
2. Demonstrate the proposed route using a chart
    - Identify potential hazards
    - Identify crossings and transition zone regrouping points
    - Identify currents if applicable
    - Discuss wind predictions
    - Identify high and low tide times and implications
  3. Discuss group organization e.g. buddying up, leads and sweeps etc.
  4. Discuss paddle and whistle signals
  5. Check who has a radio and discuss which radio channel you will be monitoring
  6. Ask if there are any medical issues the group needs to know about
  7. Ensure that you as host feel comfortable that all paddlers are capable of completing the proposed paddle
  8. Ensure that all paddlers are themselves comfortable with the proposed paddle (ask them).
  9. Suggest paddlers buddy up to check each other’s kayaks that hatches are closed and are ready to go and that zippers on dry suits are securely closed.

## **Suggested Guidelines for On The Water Management**

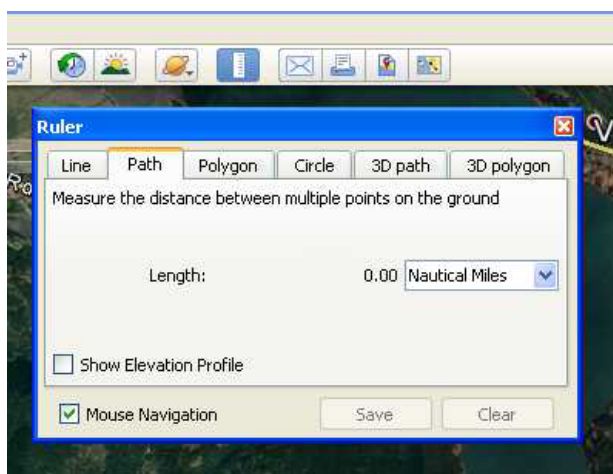
- For safety purposes, group paddles need a system to ensure that every paddler can be observed by at least two other paddler at all times.
- No matter which system, all paddlers should regroup at every transition zone.
- Slower paddlers should be towards the front of the group, if at all possible.
- Always ensure you see that the next paddler behind you is close by, especially if you are in the lead or you are the second to last paddler.
- The host could suggest one or more of the following before every paddle and ask for comment and commitment:
  - Groups of 5 or fewer intermediate or greater skilled paddlers may discuss just simply paddling close together.
  - Have a lead and 2 sweeps. Try to have a radio for the lead and at least one of the sweeps. This formation is preferred for groups that include both weaker and stronger paddlers.
  - If bad weather is anticipated (and unavoidable) predetermine the way it will be handled as a group (e.g. determining smaller groups of 2 or 3 that will stay very close together at these times).
  - Buddy or triple up and keep the buddy/triple for the entire paddle(this is not easy)
  - Paddling on crossings may best be done abreast of each other. A group of 6 can easily do this. Larger groups may need to be split up. This is very important in conditions of poor visibility. Looking sideways rather than behind is much easier to see fellow paddlers. As well, this minimizes the chance of being hit by other craft crossing your path. The host should choose a position to be able to survey the paddlers; at one of the flanks may be best.



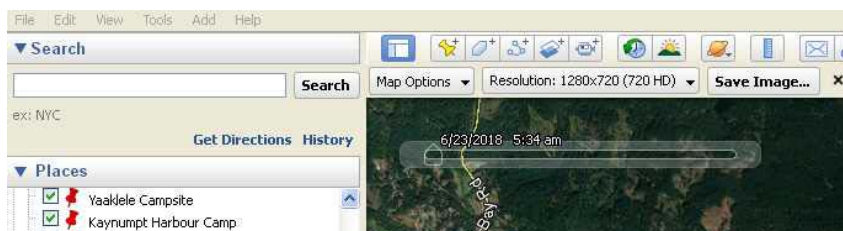
## Appendix 1 Meetup Posting Procedures

Hosts will be given posting privileges by the club Meetup administrator. In the Nanaimo Paddlers Meetup site (<https://www.meetup.com/nanaimopaddlers/>), click on the red “Create event” button and then “Create a new event.” An “event” form will come up.

- Give the paddle a **title**.
- Note the **date and start time** (“on the water” or OTW)
- Note the **end time**. The average speed of a group on a leisurely paddle is about 2.2 nautical miles per hour, including stops. Calculate the length of the proposed paddle and divide by 2.2 to determine the number of hours required. Make sure there is enough daylight to be off the water in good time. Build in a time buffer.
- Upload a **photo** (optional). This can be anything to promote the paddle. An image of the paddle route clarifies what the paddle will involve. A proposed route can be a screen capture from a GIS program such as Navionix (for purchase), or Google Earth or Google Earth Pro (free downloads). If using **Google Earth Pro** to create an image of the proposed paddle route:
  - Zoom in to the area of the proposed paddle
  - Click on the ruler icon, path tab and set the units of length to be measured to Nautical Miles



- Trace the proposed paddle path with the mouse. Double click to end. The total distance will show in the Length box.
- Save the path and give it a name. Colour and line width can be adjusted. The path will show up in the table of contents to the left of the image under “Places” / “Temporary Places.”
- Zoom in to the proposed route but showing enough of the surrounding geographical details to make the location of the route clear.
- Capture a screen shot by: File / Save / Save Image.



- Give the map a title in the box in the upper left.
  - Set the features wanted under “Map Options.”
  - Select a medium resolution
  - Save Image. It will ask where the image is to be saved. File type should be JPEG to be compatible with Meetup.
  - Go back to the Create Event Form and upload the map into the Featured Photo section. Crop as desired.
- **Description:** provide details of the paddle. Include:
    - A general description of the proposed route
    - Total distance and length of crossings
    - Currents, tides, wind and weather forecast if available
    - Any other possible hazards
    - Specific skills deemed necessary by host to participate in the paddle.

**Note:** *Additional paddling skills and safety requirements beyond the basics laid out in the Guidelines for Participants may be requested by the host according to their comfort level with group safety and the difficulty of the paddle. It is encouraged, however, that these requirements remain within the accepted norms, standards and philosophy of the club.*

    - **Specific wording** to be used in every paddle Description:
      - *\*This is not a guided trip. Each participant is expected to be aware of their own abilities and limitations and be responsible for their own safety both on and off the water. They must have the basic requirements of kayaking, i.e. a properly equipped kayak (Canadian Coast Guard requirements for small craft are essential), general knowledge of tides and weather, and the ability to do a wet exit and assisted re-entry so that we can help each other in case of an emergency..*
      - *\*\*Appropriate immersion gear is always recommended (or “Appropriate immersion gear is mandatory” or “A dry suit is mandatory” as the host sees fit). A change of warm clothing in a dry bag is essential. If you have a VHF radio, please bring it.*
      - *\*\*\*See "Guidelines for Participants in Club Paddles" at:*
      - [http://www.nanaimopaddlers.org/uploads/1/8/0/1/18018567/guidelines\\_for\\_participants\\_a\\_pr\\_26\\_19.pdf](http://www.nanaimopaddlers.org/uploads/1/8/0/1/18018567/guidelines_for_participants_a_pr_26_19.pdf)

- **Location:** This is a Google Map of the launch location.
  - Enter a landmark or address nearby (or at) the launch location. A map with a location pin will appear.
  - Under the map, click on the “Edit map pin.” Move the map under the pin until the launch site coincides with the pin.
  
- **Optional Settings**
  - These settings include “Attendee limit.” There is no club policy on these limits, but in reality it is very difficult to keep track of a large number of paddlers. The host should select a number that he or she feels comfortable with.
  
- **Publish and Announce:** This will put the proposed paddle on Meetup and then send a message to all members that it has been posted.

## Appendix 2

### Nanaimo Paddlers Paddle Plan

Name of Paddle Event

Date and Times

Paddlers	Level	Cell Phone	Emergency Contact Person	Cell Phone
(Host)				

**Proposed Route:**

Insert a map or chart of the proposed route (optional)



Describe the launch time and location, proposed route (plus possible deviations from the route) and anticipated return time. For day paddles request that the holder of the paddle plan start to try to make contact a couple of hours after the expected return time (or at dusk) if the host does not check in. For multi day trips give an ample time buffer before an emergency is declared.

**Paddle Plan Holder:**

**Time to call Host and then alternate contact if not checked in:**

Name	Phone

**If the Host cannot be contacted at the check-in time, please call Search and Rescue**

<b>Joint Rescue Coordination Centre Victoria</b> <i>(24 hour contact numbers for Search and Rescue for the entire BC coast)</i>	
<b>Toll Free (Emergency):</b>	<b>1-800-567-5111</b>
<b>Phone (Emergency):</b>	<b>1-250-413-8933</b>
<b>Phone (Non Emergency):</b>	<b>1-250-413-8948</b>

## Appendix 3

### NANAIMO PADDLERS

#### GUIDELINES FOR PARTICIPANTS IN CLUB PADDLES

Nanaimo Paddlers is a club of peers, all with varying paddling abilities. These guidelines are intended to optimize safety on the water. *On all Club paddles, each participant is expected to be aware of their own abilities and limitations and be responsible for their own safety.* Participants need to know what gear to wear and bring, paddling etiquette, safety procedures and emergency protocols.

New paddlers should have basic introductory skills before joining us on a paddle. See our website [www.nanaimopaddlers.org](http://www.nanaimopaddlers.org) for a list of training agencies.

**Communication is key.** If, at any time, before or during the paddle, you are not comfortable with the conditions, or if you see someone else in difficulty, please make sure the Host is aware of this so the group as a whole can come together and assist where necessary.

**Event Organizers/Hosts:** These are club members who volunteer to coordinate and host a trip/paddle for other club members. They are not required to be expert paddlers, or guides. Their primary responsibility is to plan and organize a trip or paddle.

#### **Group Paddling Guidelines:**

- OTW means On The Water
- All start times posted are OTW
- Be sure you arrive at the launch area in plenty of time to unload and pack your kayak and assist others if necessary
- Follow Host instructions during beach talk and on the water
- Stay in a formation designated by the host when requested for crossings etc.
- Buddy up with another paddler or paddlers if possible
- Count the number of paddlers regularly to make sure everyone is accounted for
- If for any reason, a group splits up, it is important that a minimum of three paddlers stay together

**Immersion Gear:** The water around Vancouver Island is cold all year round. Cold water shock or hypothermia can happen on the hottest days with deadly consequences. These two factors are the most common causes of kayaking fatalities.

**The 1 – 10 – 1 Rule:** If you capsize and end up in cold water without immersion gear you have:

- **one minute to bring your breathing under control** so you can function.
- **ten minutes before you lose your ability to use your fingers and hands,** so you need to get back in to your boat or on to land quickly.
- **one hour before you lose consciousness due to hypothermia.**

Read the Meetup postings before registering to see if the host mandates immersion gear for an event. Most paddles from September to June will require immersion gear, as well as many in the summer months especially where crossings or extreme conditions may be encountered.

### **Considerations for all Participants Registering for and Participating in an outing:**

- To join a trip or paddle register on Nanaimo Paddlers Meetup. Only RSVP if you plan on attending.
- If the trip is full and there is a waitlist, put your name on the waitlist. Space often becomes available.
- Check details of event carefully to make sure your abilities match the type of paddle described. It is up to each participant to self-assess their own skills and abilities prior to registering for a paddle. Paddlers should update their skills self-assessment on Meetup each year upon renewing their membership.
- Make sure your Meetup profile is accurate as Hosts check this information to find out if registrants are capable of participating safely.
- Watch Meetup for information on weather and possible cancellation in case of bad weather.
- Whether you are registered for a trip or paddle, or on the waitlist, **if for any reason you cannot go, please change your RSVP to 'NO' to allow another club member to take your spot.** Please be considerate of other members and cancel in plenty of time, ideally a day or two before the event.
- Everyone participating in a Club trip or paddle **should be able to do a wet exit and assisted re-entry, plus an assisted rescue of another paddler.** It is recommended that these skills be practiced regularly and at a minimum of once per year (preferably in salt water).
- **If a paddler arrives at the launch site without the required skills (above) or equipment (below), the host has the discretionary authority to request that they not participate in this or other club paddles until those deficiencies are rectified.**

### **Required Equipment / Supplies for a Day Trip/Paddle:**

- Seaworthy ocean going kayak with watertight bulkheads or floatation and proper deck lines (non-stretch perimeter lines that one can get one's hands under).
- Spray skirt
- \*Paddle
- Spare paddle
- \*PFD, to be worn at all times. (Inflatable PFD's are not recommended)
- \*Sound signaling device (pea-less whistle, air horn, etc.)
- \*Bilge Pump
- \*15m throw line (or tow line)
- \*If on the water between sunset and sunrise or in periods of restricted visibility, carry one of the following waterproof devices: navigation lights, strobe light, flashlight or 3 pyrotechnical flares.
- \*Magnetic compass if navigating out of sight of navigation markers

- \*A proper fitting helmet if in class 3 (or above) waters near shore (surf, tidal currents, rock gardening, etc.)
- Dry bag containing an extra set of dry clothes
- \*At least one water-proof first aid kit in the group  
\* As mandated by Canadian Coast Guard for small craft under 6m (19'8")

### Recommended Equipment / Supplies for a Day Trip/Paddle:

- Water, hot drink and food
- Paddle float
- VHF marine radio
- Sunscreen
- First Aid kit
- Distress signals (flares, strobes)
- Reflective Material on boat and paddle
- Knife and multi tool
- Repair Kit
- Emergency Contact Information
- Chart
- Compass

### Information to know before you go:

Tides and Currents:

<http://tbone.biol.sc.edu/tide/>

<http://www.waterlevels.gc.ca/eng/data#s1>

Weather:

<https://sailflow.com/>

<https://www.windy.com>

<https://weather.gc.ca/marine/>

### Signals:

Paddle held horizontally:	Stop
Paddle held straight up:	Come to me.

Whistle/Air Horn:	1 blast:	Stop
	3 blasts:	Come to Me

**Skill Development Opportunities:** Nanaimo Paddlers offers a variety of opportunities throughout the year where members can improve their skills and learn more about paddling, navigation, camping and safety. These skills can also be learned and improved through several local outfitters. All members are encouraged to continually upgrade their skills for their own safety and to give them the ability to provide assistance to others if necessary.