

## **Chapter 2**

# **Roles of Guides and Trip Leaders**

## **Skills Expected of a Guide**

### **Gear Handling**

- Know location and proper storage of gear
- Knowledge of how to transport a kayak
- Knowledge of how to clean equipment
- Ability to check equipment to ensure it is safe to use
- Appropriately size PFDs, paddles, and sea kayaks

### **Teaching and Group Management**

- Greet and welcome groups
- Lead group games and activities
- Facilitate environmental education activities
- Conduct a soft gear and boat orientation talk (Soft Gear and Boat Talk)
- Conduct a paddle instruction talk (Paddle Talk)
- Conduct a safety orientation talk (Safety Talk)
- Proper use of a VHF radio
- Communicate clearly and respectfully with all participants, both on and off the water

### **Disability Awareness**

- General knowledge of and sensitivity to people with disabilities
- Knowledge of how to perform transfers
- Knowledge of how to make adaptations to a kayak for a person with a disability
- Willingness to adapt off-water activities for people with disabilities

### **Sea Kayak Skills**

- Efficient forward stroke
- Efficient back stroke
- Wet exit
- Knowledge of how to self launch and land in surf less than 1 foot
- Knowledge of how to assist with the launching and landing of a participant boat
- Draw stroke
- Low brace
- High brace
- Maintain boat position in wind and current
- Paddle float self rescue
- Assisted rescue techniques (T-Rescue, dump and pump rescue)
- Towing
- Ability to read and interpret tide and current information

## **Additional Skills Expected of a Trip Leader**

### **Trip Facilitation**

- Extensive knowledge of and experience with all aspects of trip logistics
- Knowledge of special needs of the participant population
- Collaborate with group/agency leaders to facilitate a successful trip
- Maintain trip timeline

### **Risk Management**

- Mitigate and manage hazards appropriately
- Maintain adequate energy and focus levels throughout the trip
- Manage environmental hazards and cold
- Respond appropriately to incidents

### **Team/Guide Leadership**

- Delegate roles appropriately
- Provide basic instruction to Guides
- Ability and openness to solicit input from all Guides in making decisions, but with the willingness to take responsibility for the final decision
- Ability to give constructive feedback when appropriate and praise accomplishments
- Comfort leading a team of Guides to execute a kayak trip

### **On-Water Skills**

- Intimate knowledge of paddling destinations and emergency access points
- In-depth knowledge of tide, currents, and weather conditions and their implications for setting a safe course
- Understand and assess open crossings
- Comfort with variable weather conditions and confidently identify when a group should paddle or not
- Understand and manage proper travel formation

## Off-Water Guide Roles

**Alternate Trip Leader:** The Alternate Trip Leader both serves as a resource to the Trip Leader when he or she is making decisions, and also will step into the role of Trip Leader if for some reason the current Trip Leader is no longer able to provide leadership for the trip. The Alternate Trip Leader is typically the next most experienced Guide on a trip, though may not have gone through Trip Leader Training nor be a checked-off as a Trip Leader.

**Environmental Education Lead (EEL):** The EEL is responsible for making sure that there is some kind of environmental education component on the trip. This could be anything, from a beach clean up, to sharing information about wildlife in an engaging way, to an educational fun game that builds camaraderie. The EEL should review the program's education resources, including the Sea Kayak Program Education and Activities Manual as well as portable, laminated resources stored in the containers, and lead *at least* one activity that is fun and appropriate for the group. Depending on the length of the trip, these activities could take place after lunch, on the beach, on a hike, indoors, on the water, or in the evening. The EEL is strongly encouraged to try new things and have fun with this role!

**First Aid:** This person is responsible for all First Aid on the trip and is typically the Guide with the highest level of First Aid training. Responsibilities include:

*Before the trip:*

- Inventory First Aid Kit and Ouch Kit to ensure they are both complete prior to the trip. (See Chapter 5 for inventory list)
- Pull all Guide health forms and put them in the First Aid Kit
- Review all participant liability forms to ensure they are signed and complete
- Review all Guide and Participant health forms to ensure they are signed and complete and note any important medical issues
- Discuss any relevant issues with the participant or Guide in question
- Identify self as the First Aid Lead at the Opening Circle so participants know who they are to approach should they have a medical concern

*On the trip:*

- Carry the First Aid Kit in their boat and carry the Ouch Kit in an accessible location (either in the cockpit or on the deck of the boat)
- Administer any necessary first aid and seek outside resources when needs are beyond their scope of practice

*At the end of the trip:*

- Restock the First Aid Kit and Ouch Kit
- Note any First Aid administered on the Guide Trip Evaluation
- Fill out an ETC Incident Report Form if they were involved in a significant incident on the trip. Incident Reports must be filled out when a situation requires more than simple first aid, requires follow up care by guides in the field or by a medical professional, requires evacuation from the field, or could be considered a near miss.
- Re-file all Guide health forms
- Give all participant health and liability forms to the Trip Leader to be included with trip paperwork

**Meet and Greet / Parking:** This person should be waiting at the parking lot no less than 10 minutes prior to the scheduled arrival time of the group. The first Guide to meet the group significantly sets the tone for the trip. It is important that this person be friendly, outgoing, responsible and organized. This person should:

- Introduce themselves to the group and welcome the group to ETC
- Help unload vehicles
- Instruct the group on where to gather for Opening Circle
- Show participants the bathroom
- Collect forms from individuals/group leaders
- Provide all drivers with parking passes and direct them to the correct parking lot

**Introduction to the Day and ETC:** This is typically the responsibility of the Trip Leader during the Opening Circle. This is an important time to set the tone for the trip. It is important to be engaging and fun. During this time it is important to cover the following:

- Welcome to ETC
- Short introduction to ETC
- Plan for the day
- Describe what people should wear on the water

**Name Game:** One Guide should lead an age appropriate and fun name game so participants and Guides can begin to get to know one another. Be sure it doesn't take too long!

**Food Packing:** This person should work with the group leader to pack food into soft coolers, white buckets, and center hatches. For day trips this is a relatively easy task, though it is important to ensure there are adequate utensils and supplies to set up lunch for the group. For overnight trips it is important to make sure all food is packed, that groups have enough food and have not forgotten any major ingredients, and that any necessary kitchen supplies are packed.

**Soft Gear and Boat Talk:** Conduct a Soft Gear and Boat Talk that orients groups to kayaks and other kayak gear. (See page 15)

**Paddle Talk:** Conduct a Paddle Talk that gives participants the basics of paddling. (See page 16)

**Safety Talk:** Conduct a safety talk that gives participants all instruction that is necessary for them to be safe on the water. (See page 17)

**Lunch Game:** Facilitates a fun game before, during, or after lunch. This may be the person in the EEL role.

**Warmies, Dromedary, and Toilet Kit:** This Guide gathers a dry bag of "warmies" (extra fleece layers / clothing) that will be brought along on the trip for emergency use. This Guide is also in charge of making sure dromedary bags of water are filled and brought on the trip, and for bringing the toilet kit (stored in a drybag) on the trip.

**Paddle Grabber:** This Guide brings the needed number of participant paddles out of the container and arranges them in the gear set up area. Guides are responsible for pulling their own paddles.

**Skirt Selector:** This Guide brings the needed number and sizes of participant skirts out of the container and arranges them in the gear set up area. Guides are responsible for pulling their own skirts.

**PFD Puller:** This Guide brings the needed number and sizes of participant PFDs out of the container and arranges them in the gear set up area. Guides are responsible for pulling their own PFDs.

**Splash Jacketer:** This Guide brings the needed number and sizes of participant splash jackets out of the container and arranges them in the gear set up area. Guides are responsible for pulling their own splash jackets.

**Advanced Tarpology:** This Guide selects 1-2 tarps that will be used for setting up soft gear, participant gear and food, etc. and arranges them appropriately.

**Pump N Sponger:** This guide makes sure that all participant boats are equipped with a pump and sponge before they are transported to the beach. Single kayaks are the responsibility of the guide paddling in them.

**Dunk Bucket and Clean Up Organizer (at wash station):** One Guide should remain at the wash station to ensure that all boats are thoroughly washed and sand is removed. This Guide should help keep participants engaged but maintain a fun and easy-going tone. This Guide is also in charge of filling the dunk bucket with water before clean up begins.

**Clean Up Organizer (at containers):** This Guide should remain at the containers and be comfortable with the storage location of all equipment. This Guide should also be able to lift and stow boats with the assistance of other Guides or participants.

**Clean Up Organizer (beach):** This guide should remain at the beach to make sure that boats are being emptied and cleaned appropriately before being brought to the wash station and storage area. They should also make sure that boats are safely loaded onto kayak wheels.

**Participant Personal Gear Keeper:** This Guide collects any participant gear that will not be brought on the trip and stores it in the containers. At the end of the trip, this Guide will assist participants in reclaiming their items.

## On-Water Guide Roles

**Lead:** This person will paddle at the front of the group and lead the way. This person should be a competent paddler, confident in their knowledge of currents, navigation, and the paddling area. This person can paddle in a single or in a double or triple with a participant. Responsibilities include:

- Setting a safe course based on currents, weather conditions, and the padding ability of groups
- Navigating any boat traffic
- Awareness of potential hazards and the ability to lead a group away from them
- Setting a pace that maintains a tight pod, and stopping when needed to regroup

**Sweep:** This person will paddle at the back of the group to maintain a visual of all paddlers and assist with any emergency situations. This person will paddle in a single. Responsibilities include:

- Encouraging and coaching paddlers that may be struggling
- Towing underpowered or disabled boats
- Responding to an emergency situation
- Carry safety equipment including the repair kit (See Chapter 5 for contents) and a break-down spare paddle

**Right:** This is an optional role and is used at the discretion of the Trip Leader. If used, this person will paddle on the right side of the group to keep the group contained and away from any potential hazards. This person may be in a single or in a double or triple with participants.

**Left:** This is an optional role and is used at the discretion of the Trip Leader. If used, this person will paddle on the left side of the group to keep the group contained and away from any potential hazards. This person may be in a single or in a double or triple with participants.

**Rover:** If additional Guides remain, a Rover will be assigned. This person will paddle around the group, attend to any needs of the group, and respond to emergency situations. This person must be a competent paddler and comfortable with towing and rescues.

**First to Launch:** This Guide will launch before any participant boats launch, so that they are able to provide support on the water. This person will help participants learn to control their boats, and will direct them a safe place to wait until all boats are launched.

### *For trips landing on beaches with surf*

**On-Water Landing Coordinator:** This person is responsible for managing the group while preparing to land. This Guide should be a competent paddler, able to assist with a rescue should it be necessary, able to make quick decisions to maintain the safety of the group, and feel comfortable being directive. The responsibilities include:

- Ensuring the group remains staged in a safe area
- Maintain awareness of changing conditions and ferry wakes
- Assist with an emergency situation including rescues and towing

- Lead the group and direct boats to land when the Guides on the beach are ready to receive them

**On-Land Landing Coordinator:** This Guide will be the first boat to land and will oversee the landing of all boats on the beach. This person must be a competent paddler and should feel comfortable self-landing in small surf. Additionally, this person should be able to help carry boats. The responsibilities include:

- Land first on the beach
- Assist a second Guide to land (if available)
- Direct participants as they are landing
- Land all boats
- Delegate roles to participants and other Guides

### ***Full Moon Paddle Trips to Sam's Anchor Cafe***

**Scout at Belvedere Point:** This must be a competent paddler that is comfortable paddling in potentially challenging conditions and making decisions that involve the safety of the group. For this reason the Scout is typically the Trip Leader, Alternate Trip Leader, or another experienced Guide. The responsibilities include:

- Paddling ahead of the group at Belvedere Point to assess the wind and current conditions to decide if they are favorable for paddling around the point
- Assess a safe route for the group to paddle around Belvedere Point
- Report back to the group the plan for rounding Belvedere Point
- Lead the group around Belvedere Point

**Dock Landing Coordinator:** This person will land first at Sam's Anchor Café and will assist guests with landing on the dock. This person should be comfortable landing himself or herself on a dock and pulling their own boat out of the water and onto the dock.

## Soft Gear and Boat Talk Outline

### Soft Gear:

*Depending on the flow of the trip, the soft gear part of this talk can take place at a separate time or location. The Trip Leader should decide how they would like this flow to work.*

1. **Splash Jacket:** Not required, though nice in windy, rainy, or wavy conditions
2. **Spray Skirt:**
  - a. Worn under or over PFD to protect from waves
  - b. Appropriate height and instructions for adjusting
3. **Personal Flotation Device (PFD)**
  - a. Demonstrate how to put on and adjust the PFD
  - b. Demonstrate how tightly the PFD should fit
  - c. Demonstrate how to test the PFD
  - d. Emphasize that a Guide must check every person's PFD

### Parts of the Boat:

1. **Carrying Handle/Toggle**
  - a. Emphasize the importance of carrying boats in groups of 4 to 6
2. **Deck Bungees**
  - a. Used for storing items that you would like accessible though can get wet (i.e. water bottles and sunscreen).
3. **Cockpit and seat**
4. **Rudder**

### Entering, Exiting, and Sitting in the Boat:

1. **Getting in and out**
  - a. Sitting on the boat behind the cockpit, then sliding feet into boat
  - b. Remind participants never to stand in the boat
2. **Attaching skirt**
  - a. Attaching the skirt around the coaming, starting with the back
  - b. Removing the spray skirt and the importance of having the loop of the skirt out
3. **Sitting**
  - a. Proper leg position (frog style, with legs bent and knees under coaming)
4. **Use of foot pegs**
  - a. Adjusting foot pegs (both front and back and both types)
  - b. Back foot pegs control the rudder
  - c. Push foot peg on the side of the desired direction of turn
5. **Wet-exit:**
  - a. Smile and remain calm
  - b. Feel down torso to find coaming
  - c. Follow coaming to front to find loop
  - d. Grab loop and push forward, then up and back
  - e. Push self out of boat
  - f. Hold on to the boat and your paddle

### Tips

- Cover soft gear before other topics.
- During the boat talk, start at the bow and work your way to the stern.
- Demonstrate the proper way to sit while sitting in the sand outside of the boat.

## **Paddle Talk Outline**

### **Holding the Paddle**

1. Do not dig paddles in the sand or throw them
2. Hold the paddle with the long edge of the paddle blade on top and the concave side facing the paddler (the ETC sticker should be on the right hand side facing you).
3. Hold paddle so that elbows are at a 90 degree angle when the paddle is balanced on the head
4. Hands are evenly spaced from the paddle blades
5. Hand grip is loose
6. If using feathered paddles, explain rotating the blade with each stroke

### **Forward Stroke**

1. Extend paddle to have blade enter the water at the foot with paddle just below the surface of the water
2. Rotate the torso so the paddle moves through the water until it gets to the seat of the kayak
3. Vertically remove the paddle from the water
4. Extend the paddle and enter it into the water on the other side of the kayak
5. In double and triple kayaks, the person in the front cockpit sets the pace and the other two paddlers match their paddling

### **Back Stroke**

1. The back stroke is used to move backward and also to stop
2. Keep the paddle in the same orientation (do not flip it over so the power face is forward)
3. Enter the blade into the water as far back as possible behind the cockpit
4. Rotate so the paddle moves through the water until it reaches the seat of the kayak
5. Vertically remove the paddle from the water
6. Enter the blade in the same position on the other side of the kayak

### **Sweep Strokes**

1. Sweep strokes are used to make tight turns
2. A forward sweep begins at the feet and extends to the back of the kayak
3. Use a forward sweep on the opposite side of the desired turning direction
4. A back sweep begins as far back as possible behind the cockpit and extends to the feet
5. Use a back sweep on the same side as the desired turn
6. For the most efficient turn, the person in the bow of the kayak will do a forward sweep, and the person in the stern of the kayak will do a back sweep

### ***Tips***

- Have participants get in their pairs and sit one in front of the other as they would in a boat
- Have extra Guides rotate around the group to provide pointers and make corrections

## Safety Talk Outline

### Personal Safety

1. Importance of staying hydrated (keep water bottle accessible)
2. Importance of preventing sun burn (sunscreen, hats, extra clothes, sunglasses)
3. Importance of staying warm

### On-Water Travel

1. Lead Boat: Sets the pace of the group and direction of travel
2. Sweep Boat: The last boat in the group and can provide assistance in the event of an incident
3. Right and Left (if using): will remain on the right and left side of the group

### On-Water Communication

1. Ideally remain close enough for verbal communication
2. Whistle signals
  - a. One blast: bring the pod closer together (Tighten Up)
  - b. Two blasts: Raft up (Raft Up)
  - c. Three Blasts: Potential hazard or incident. Look to the nearest Guide for instructions (Heads Up)

### Preventing a Capsize

1. Waves are from wind and other boats. Turn your nose into the wave and keep paddling. Don't lean away from the wave.
2. Keep your center of gravity low. Paddling helps to maintain stability.
3. Stay balanced left / right
4. Avoid collisions!

### In the Event of a Capsize

- a. Smile and remain calm ☺
- b. Feel down torso to find coaming
- c. Follow coaming to front to find loop
- d. Grab loop and push forward then up and back
- e. Push self out of boat
- f. Hold on to the boat and your paddle
- g. If you are not involved in the rescue, look to the nearest Guide for instructions

### Launching Procedure

1. One ETC Guide will get on the water first, then remaining Guides will help launch the rest of the group
2. Practice paddling and see if there are any adjustments that need to be made
3. Do not leave protected area until the whole group is ready and a Guide has instructed the group to do so

### Preview Landing:

1. Do not land until instructed to do so by the Guide on the water
2. Listen to the Guides on the beach for instruction as landing
3. Stay a safe distance from hazards (i.e. pilings and rocks at Angel Island)
4. Paddle straight into the beach (like a T)
5. Remind participants (if they are able) that once they are on land they should listen to instructions from Guides as to where they can help

### Tips

- Give the Safety Talk when all participants are seated in their boats and ready to launch
- While giving talk, ensure that all participants have spray skirt loop out by having them grab it when instructing them on capsize procedures

## ETC Volunteer Agreement

*Welcome to the ETC family! Since our early beginnings in 1972, ETC's dedicated volunteers have been the key to our success in providing outdoor adventures and environmental education programs for thousands of participants with disabilities and under-resourced youth.*

The purpose of this agreement is to provide ETC volunteers with a common standard and to ensure safety and consistency in the delivery of our programs. It also serves to promote an environment that serves our mission and encourages the professionalism, growth and skills of our volunteers.

### Safety

The success and the safety of ETC programs depend on the safe conduct of all volunteers at all times.

- As an ETC volunteer Guide, I have completed the appropriate program training or a comparable training at the approval of the Program Manager. I also understand that I must complete ETC's Inclusion Training.
- I have read, understand and will abide by all safety policies, procedures, and accident reporting guidelines outlined in the Program Manuals.
- I will provide and maintain a current and complete ETC Health Form and Liability Waiver on file for each program in which I volunteer.
- **I will maintain a minimum of current CPR and Basic First Aid certification and provide ETC copies of both sides of my certification cards.**

*Please Initial:* \_\_\_\_\_

### Commitment

ETC programs exist through the efforts and commitments of its volunteers. Each new program Guide will volunteer for a minimum number of trips as follows:

Program	First Year	Second Year
Sea Kayak	8 days	8 days
River	8 days	8 days
Winter	4 days	4 days

*Please Initial:* \_\_\_\_\_

### Professionalism and Codes of Conduct

The success and the safety of ETC programs depend on the professional conduct of all volunteers at all times.

- I will demonstrate mutual respect for all other volunteers, participants and the public during all ETC trips and events.
- I will attend all programs with promptness. All absences must be arranged with the appropriate Program Manager in advance (except for emergency situations or sudden illness).
- I will not engage in harassment or discrimination based on race, gender, religion, creed, ethnicity, medical condition, physical or mental disability, age, or sexual orientation.
- I will not possess, deal or use any controlled substances or firearms while participating in an ETC activity.

*Please Initial:* \_\_\_\_\_

**Medical Insurance**

ETC does not provide Workers Compensation and/or health insurance for any volunteer or intern. ETC recommends that all volunteers and interns maintain their own medical and dental insurance.

- I understand that ETC does not provide Workers Compensation and/or health insurance for volunteers and interns.
- I understand that ETC recommends that all volunteers and interns maintain their own medical and dental insurance.

*Please Initial:* \_\_\_\_\_

**Liability**

ETC maintains a liability policy intended to provide indemnification and legal assistance should you be named in a liability suit against ETC as a result of actions performed within the scope and capacity of designated volunteer duties.

- I understand that ETC’s liability policy coverage may be provided only when volunteers have current certifications on file as outlined in this Volunteer Agreement.
- I understand that any accidents, incidents and injuries, to myself or to others, while volunteering must be reported immediately as described in the Program Manual.

*Please Initial:* \_\_\_\_\_

**Vehicle Liability**

- I understand that when I drive my own vehicle to, from or during an ETC event that I assume all liability for my vehicle and passengers. I understand that ETC does not have insurance to cover my personal vehicle or any passengers within. I understand that my personal vehicle insurance must be comprehensive enough to cover any situation that may occur.
- I will not drive an ETC vehicle unless I have watched the Safe Driving Video, signed the Driver Agreement Form, signed the DMV Authorization for Release of Driver Record and have been approved by my supervisor.

*Please Initial:* \_\_\_\_\_

**Acknowledgement**

- I have received and have read a copy of this Volunteer Agreement and an ETC Program Manual.
- I understand that my signature below indicates that I have read and understand this agreement and agree to all terms and conditions of the agreement.
- I understand a signed copy of this agreement will be kept on file.

*Please Initial:* \_\_\_\_\_

