

Chapter 3

Sea Kayak Program Trips

Phases of an ETC Sea Kayak Trip

A. Trip Preparation:

The ETC office staff (Sea Kayak Program Manager) is responsible for the majority of pre-trip preparation. The Program Manager will book a trip with the agency or individual, a process which includes selecting a date, deciding on a trip price and offering scholarships if they are necessary, providing the agency or individual with information to begin preparing for their trip, and getting information about the special needs of the group. Once a trip is booked it is posted on the ETC Guide website, and Guides can then sign up for the trip by emailing or calling the Program Manager. The number of Guides required for a trip depends on the special needs of the group and the number of participants.

One to two weeks prior to the trip, the Program Manager will check-in with the agency leader or individual to confirm the trip size, review the trip itinerary and logistics, assess the need for adaptations, and answer any questions. From this conversation, a Trip Leader Packet containing all the trip details is generated and is then passed along to the Trip Leader. The Trip Leader reviews this information and is encouraged to contact the Agency Leader or Individuals to introduce themselves and answer any remaining questions.

During the week prior to a trip, the Program Manager will contact all Guides to confirm their availability for the trip, and share trip logistics and group information.

B. Guide Meeting

Guides are to arrive for a trip 1 ½ hours before the group is set to arrive (typically 8:00AM or 8:30AM, though it can vary and will be confirmed in the Guide confirmation email). Trips begin with a Guide Meeting, which is an opportunity for Guides to check in about how they are doing, meet their fellow Guides, assign Guide roles and responsibilities, and discuss the group, their special needs, and the flow for the day. These meetings are extremely valuable as they ensure Guides are on the same page and are well prepared to offer a high quality experience to ETC participants. As a result, it is important that all Guides be present and on time for these meetings. Guide meetings typically last about 15 minutes.

C. Beach Preparation

The remaining time between the end of the Guide Meeting and the group's arrival is spent preparing the equipment for the trip and taking care of any other logistical needs. During this time, all the boats are pulled from the containers, checked to ensure they are fully functional, and brought to the beach. Soft gear is pulled from the container and laid out neatly on a tarp on the beach. During this time, Guides should also outfit themselves and their boats with the necessary equipment, pack their boats, and ensure the boat is properly adjusted for them. This time also allows Guides the opportunity to complete any tasks required of their specific Guide role(s) and responsibilities decided upon during the Guide meeting. Using this trip preparation time effectively is important as it is nice to have all the trip preparation

completed when the group or individuals arrive so that all attention can be given to the participants and things aren't rushed.

D. Group Arrival and Expectation Setting

The first interactions the Guides and Trip Leader have with a group are very important in setting the participants' expectations. A friendly and well-prepared Guide team will put potentially nervous participants at ease and make them excited for their ETC trip. Conversely, a flustered and disengaged Guide team may make participants uncomfortable and anxious during their time on the water with ETC.

Aim to have all the Guides ready to greet the group at the scheduled arrival time, typically 9:30 AM. When the group arrives there is the potential for things to get disorganized and chaotic as folks unload, need to use the restroom, and the drivers park their vehicles. Announce to the group where the restroom is and where on the beach the group will be meeting and have several Guides walk the group over. Have one person work with the drivers to pass out the parking passes and show them where to park. During this time, you will likely spend time in a circle waiting for the entire group to assemble. This is a great time for a quick game or icebreaker. Remember, starting the trip on a fun note sets high expectations and puts people at ease.

E. Group Preparation

Once the group is assembled in a circle, one of the Guides, typically the Trip Leader, will welcome the group, introduce them to ETC, and go over an abbreviated plan for the day. During the opening circle one of the Guides will lead the group in a name game, which is a fun way to begin the trip and a great opportunity to begin getting to know the participants. During the opening circle it is a good idea to let the participants know who the Guides are and specifically who the medical lead is (so they know who to approach if they have a concern). Though it will also be addressed later in the Safety Talk, this is a very important time to remind participants to put on sunscreen and drink water regularly.

After the opening circle, it is time to get the participants oriented to the boats and paddling, pack the boats if it is an overnight trip, fit personal gear and boats, and do a safety talk. Trip Leaders often have their own preference for how to order this process, though here is a sequence that is efficient and works well for most groups:

- Pack personal equipment in dry bags
- Soft Gear and Boat Talk (See Chapter 2)
- Pack the boats if it is an overnight
- Outfit participants with personal gear
- Paddle Talk (See Chapter 2)
- Fit participants in their boats
- Safety Talk (See Chapter 2)

The goal is for this period of time to be very thorough and informative, yet also efficient so that the group can spend as much time on the water as possible. For this to happen, it is

important that all Guides are present for each portion, even if they are not leading the talk, to answer questions and support the group.

F. On-Water Management

Safety on the water is the primary responsibility of every Guide and Trip Leader. It is critical that every Guide feel confident in their skills to paddle in variable conditions, self rescue or perform an assisted rescue should it become necessary, tow a disabled or underpowered kayak, and exercise sound judgment and decision-making. Each Guide should be aware of the trip plan, the intended route, and their specific role on the water.

Communication on the water is critical. Though we carry whistles and VHF radios on every trip, pods should never become spaced out to the point where it is not possible to verbally communicate. As Guides, be constantly aware of the group and potential hazards, and communicate both to the Trip Leader. While on the water, avoid yelling to communicate unless safety depends upon it. Yelling puts groups on edge and may give them the feeling that something is unsafe.

Also, keep in mind that paddling is not simply to get from Point A to Point B, but an opportunity for education and fun. Remember to raft up at points of interest to share about the natural and human history of the area. Groups also love races, typically at the end of the day on the way back to the beach. Races are often a lot of fun, but ensure they are done in an area free of other boat traffic and that the group is reminded that safety is still of the utmost importance.

G. Off-Water Management

Some of the best times to connect with participants are during the time the group is off the water, either at lunch or at camp during an overnight. The Trip Leader and Guides should work with the group leader to come up with activities that will be stimulating, educational, and fun. While some groups will simply want to “hang out,” it is often best to organize some activities to encourage participants to get the most out of their ETC trip and avoid potential behavioral issues that typically arise with lack of structure.

Behavioral management is the responsibility of the agency leader. As a Guide, it can be important to remind participants if they are doing something inappropriate or against the rules. Generally, larger behavioral issues should be discussed with the agency leader and he or she should be responsible for addressing it with the participant. This is because each group is often accustomed to a certain style of leadership and authority. Additionally, the agency leader is often in a better place to manage problematic behaviors based on his or her more extended relationship with the participants.

Trips are often a great time for Guides to re-connect with one another and build friendships. This is highly encouraged, though be aware of isolating the Guide team from the participants. At meals and during other activities make sure to intersperse participants with Guides to allow for conversation and an opportunity to connect. Also, while Guides are allowed to have

cell phones on trips, Guides should only use them only when it is absolutely necessary and when they are out of sight of the group.

H. Trip Clean Up

Typically groups help with the clean up of the boats and equipment unless they are constrained by time or limited by ability. The Tomales Bay location and The San Francisco Bay location each have their own procedures for cleaning the soft gear, washing the boats, and storing the equipment.

- San Francisco Bay equipment clean up procedures on page 33
- Tomales Bay equipment clean up procedures on page 66

I. Trip Closing

All ETC trips end with a closing circle: a valuable time for participants and Guides to connect one last time and reflect on their recent ETC adventure. A closing circle begins with a Guide (usually the Trip Leader) reflecting on the trip and thanking the participants for embracing the experience and stepping beyond their comfort zone. Then a Guide (again, usually the Trip Leader) will ask participants to share their “Kodak Moment.” A Kodak Moment is one thing that a person will remember from this trip, which can be something beautiful they saw, a challenge they overcame, something they might share with someone who was not along on this trip, or anything else that comes to mind. One person is asked to volunteer to start and then the group goes around the circle sharing their moments.

The Trip Leader should then remind participants that they are now a part of the ETC community and are encouraged to come back on individuals trips in all three programs. Additionally, for youth groups, it is important to share about the Youth LEAD Program and encourage staff leaders and participants to be in touch with the ETC Office if they are interested in learning more. Brochures for ETC, upcoming individuals trips, and the Youth LEAD Program as well as business cards for the Sea Kayak Program Manager are kept in the forms box in the container and can be distributed to interested people.

Lastly, thank the participants again for coming along on the ETC trip. Some Guides like to take this opportunity for one last activity, like a Jelly Roll Squeeze or group “Pat on the Back.” Ensure the Group has all of their belongings and send them on their way.

J. End of Trip Guide Meeting

Once participants have left and all the equipment has been cleaned and stored, the trip closes with a final Guide meeting. This meeting is very important for a number of reasons:

- Allows Guides to reflect on what they did well and what they could improve upon
- Provides important information for risk management purposes
- Provides important information on equipment needs or repairs
- Provides the Sea Kayak Program Manager insight into the trip

The Trip Leader will use the ETC Guide Trip Evaluation form (See page 95) to guide this meeting and record what was discussed in as great of detail as possible. This form should be

bundled with the participant Health and Liability Forms and either left in the container or sent in to the Sea Kayak Program Manager via a prepaid Priority Mail envelope.

K. Post Trip

Following a trip, the Sea Kayak Program Manager will follow up with the Trip Leader to discuss how the trip went including what went well, what could have gone better, and any topics important for risk management. Next, the Sea Kayak Program Manager will contact the group leader to discuss their experience and particularly what they enjoyed and anything that could have gone better. Lastly, group leaders are sent an online survey to allow them to give feedback on the trip as well as a request for a letter of support that will later be used for fundraising purposes.



San Francisco Bay Trips

Day Trips: One-day trips are conducted on Richardson Bay and allow groups the opportunity to explore the Sausalito House Boat Community, the Sausalito Waterfront, the Audubon Sanctuary, or the many beautiful beaches with picturesque views of San Francisco.

Overnight Trips: Overnight night trips are conducted on Angel Island. Groups will meet in Sausalito, pack their belongings, and paddle to Angle Island. Once on the island, groups stay in restored civil war era buildings and have the opportunity to explore the island and learn its incredible history. Groups return to Sausalito by kayak on the last day of their trip.

Full Moon Paddles: ETC offers Full Moon Paddles on San Francisco Bay that are typically fundraising trips for the organization. Groups will meet in the afternoon in Sausalito and then paddle to Sam's Anchor Café, a restaurant in Tiburon, or a Sausalito restaurant. Groups then enjoy a delicious meal and paddle back under the moonlight with stunning views of San Francisco and the Golden Gate Bridge.

ETC's San Francisco Bay Sea Kayak Program Driving Directions

For GPS Navigation Systems use:

85 Liberty Ship Way
Sausalito, California

From points north, traveling on 101 South:

- Take the Marin City/Sausalito Exit (#445B)
- Turn left at the exit onto Donahue St which will take you under an overpass and turn into North Bridge Street
- Turn right onto Bridgeway
- Drive 1.0 miles and turn left onto Marinship Way, opposite a 7/11 store
- Drive down the ramp and make your first right onto Liberty Ship Way
- You will have to make a slight right to stay on Liberty Ship Way and then stay to the left of the fork.
- You will drive into a large parking lot and proceed straight to the other end where you will see a beach and four palm trees where you will meet your guides. You will be able to unload your equipment here and they will provide you with long-term parking permits.

From points south, traveling on 101 North:

- Take the Rodeo Avenue Exit (#444)
- Continue on Rodeo Avenue until the first stop sign
- At the stop sign you will keep to the right to stay on Rodeo Avenue
- Rodeo Avenue will turn into Woodward Avenue
- Continue straight at the next stop sign and you will bend to the left and the road will turn into Easterby Street
- Go straight at the stop light and onto Marinship Way
- Drive down the ramp and make your first right onto Liberty Ship Way
- You will have to make a slight right to stay on Liberty Ship Way and then stay to the left of the fork.
- You will drive into a large parking lot and proceed straight to the other end where you will see a beach and four palm trees where you will meet your guides. You will be able to unload your equipment here and they will provide you with long-term parking permits.



ETC's San Francisco Bay Sea Kayak Program Parking Instructions

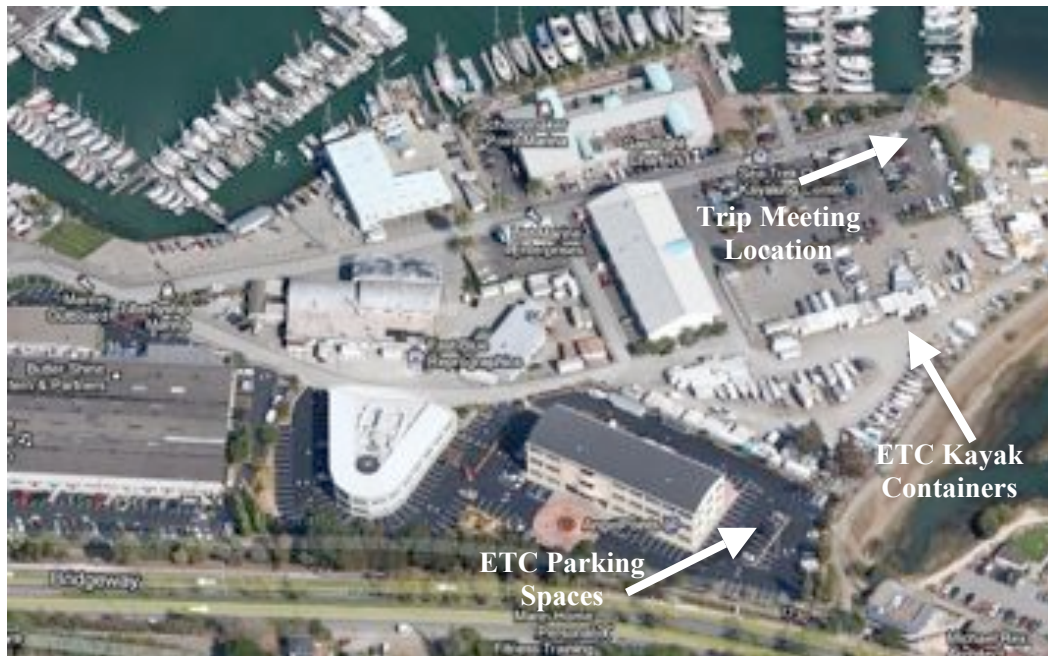
Parking in the main parking lot adjacent to the marina and beach is reserved for permit parking only. ETC has parking permits which allow participants and guides to park in the parking lot adjacent to the building at **30 Liberty Ship Way**.

When Driving in:

- From Marinship Way Turn right onto Liberty Ship Way at the bottom of the ramp
- Make slight right to stay on Liberty Ship Way
- At the fork keep right and continue until the entrance to a parking lot labeled 30 Liberty Ship Way
- Turn right into the parking lot and make an immediate left to go along the left side of the building
- Drive along the building to the other side where there will be parking spaces that are between the building and a bike path. Park in any of these spaces
- Ensure that you have an ETC parking permit on your dash and it is for the correct year

From the Schoonmaker Marina Parking Lot:

- Drive back out Liberty Ship Way (the road you entered on) to where it forked
- Make a sharp left turn to go down the road on the right side of the fork
- Continue until the entrance to a parking lot labeled 30 Liberty Ship Way
- Turn right into the parking lot and make an immediate left to go along the left side of the building
- Drive along the building to the other side where there will be parking spaces that are between the building and a bike path. Park in any of these spaces
- Ensure that you have an ETC parking permit on your dash and it is for the correct year



Schoonmaker Point Marina Orientation and Accessibility



Accessibility at Schoonmaker Marina:

- The right side of the beach is often less crowded and is a better place to set up for a trip with able-bodied groups. The left side of the beach requires a shorter trip on the sand from the concrete to the boats and has a less gradual drop from concrete onto sand. For these reasons, the left side of the beach is typically easier for groups with people in wheelchairs or other physical disabilities.
- The bathrooms are divided by gender and have a limited number of stalls. Because of the small nature of the bathrooms, trips can slow down considerably when many people need to use the restroom. The Program Manager and Trip Leader should remind groups to arrive wearing the clothes they plan to kayak in so that they don't need to change their clothes.
- When eating lunch with a group at Schoonmaker, it is typically nice to eat on the path along the right hand side of the beach under the trees. When doing this, make sure people and gear do not block the path as bikers and pedestrians travel it heavily. If individuals in the group have mobility impairments and sitting on the ground will likely be difficult, bring out some roll tables, folding chairs, or benches from the containers.

San Francisco Bay Equipment Storage



Container 1:

- Double Kayaks
- Roll Tables
- Important Forms
- First Aid Kits
- Ouch Kits
- First Aid Restock Supplies
- Full Moon Paddle Kits
- Repair Kits
- VDS Kits

Container 2:

- Single Kayaks
- Warmies
- Splash Jackets
- Extra Participant Gear
- Sponges
- Bilge Pumps
- Toilet Kits
- Lost and Found

Container 3:

- Spray Skirts
- PFDs
- Paddles
- Tow Ropes
- Paddle Floats
- Soft Coolers
- Lunch Kit
- Dry bags
- Dromedary Bags
- Adaptive Equipment
- Folding Chairs
- Educational Materials
- Overnight Equipment
- Beach Wheelchair
- Mobi Mats
- VHF Radios

Container 4:

- Triple Kayaks
- Expedition Double Kayaks

Gear Set Up

After the morning Guide meeting Guides will work together to set up the beach. Here are the steps to doing so:

1. Fill up the ETC dunk tank so that it will be ready for gear dunking at the end of the trip.
2. Pull kayaks and check to ensure they are in safe working order (See page 107). Stage boats across from containers 1 and 2 but out of the way of the road.



3. Pull all the soft gear, paddles, and overnight gear necessary for a trip and ensure it is all in safe working order. Place into the cockpits to be brought down to the beach when the boats are wheeled down.
4. Decide which side of the beach we will set up on. Typically ETC will use the right hand side of the beach, though the left hand side can be easier for people with disabilities. (See page 30)
5. Lay out a tarp on the beach and arrange soft gear neatly by size.
6. Arrange the boats on the beach neatly and so that the Guide singles are off to one side.
7. Guide should pack and outfit their boats during this time so that when the group arrives they can give them their undivided attention

Gear Clean Up

1. When a trip returns to the beach, instruct participants to keep their equipment on.
2. Have 1-2 Guides walk the participants back to the ETC washing area and have them dunk their soft gear in the dunk tank and hang all gear on the drying rack. (Some groups with physical disabilities may take their gear off on the beach and Guides will carry it up.)
3. Paddles should also be brought to the dunking tank and dunked.
4. While the participants are washing their soft gear, 1-2 Guides should set up the boat washing station. This includes:
 - Setting up the four sawhorses in pairs with one tall and one short
 - Unrolling the two hoses and turning them on
 - Retrieving buckets from the containers and filling them with water
 - Retrieving sponges from the containers
5. Use participants to help carry and wash the boats if they have the ability to do so and are not constrained by time. This can be done most effectively by splitting the group into thirds, with one group carrying the boats from the beach to the wash station, one group washing the boats, and one group moving the boats from the wash station to the containers. It is best to divide up Guides to work in each of these areas.
6. Once all boats are cleaned (free of sand and rinsed of salt water) and put away, soft gear can be returned to the containers once it is fully dry.
7. Guides should empty the dunk tank once the group has departed.



Always ensure that during boat washing the dirt/gravel road has a clear lane of travel

San Francisco Bay Day Trip Outline -Lunch on a Beach on Richardson Bay-

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
Collect lunches in a soft cooler or dry bag
- 9:45 Opening Circle
- 10:00 Boat Talk
- 10:15 Paddle Talk
- 10:30 Outfit participants in personal gear
Fit Participants into kayaks and make any necessary adaptations
- 11:00 Safety Talk
One Guide returns all extra equipment and shut containers
Launch
- ~12:30 Lunch (time is approximate depending on lunch destination)
After lunch activity / game
- 1:30 Launch
- 2:30 Return to Schoonmaker Marina
Clean up
Drivers retrieve vehicles near end of clean up
- 3:30 Closing Circle
- 4:00 Group Departs
Guides finish any necessary clean up
End of trip Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

San Francisco Bay Day Trip Outline -Lunch at Schoonmaker Marina-

Ideally, all groups will have the opportunity to paddle to a beach on Richardson Bay and have lunch to experience self-sufficiency and a different location on the Bay. That said, some groups will not be able to do this either due to their ability or time constraints. People with wheelchairs and significant mobility impairments will likely return to Schoonmaker for lunch to have access to their wheelchair and fully accessible bathrooms. Also, groups that need to leave early in the afternoon will likely have lunch at Schoonmaker and depart after lunch.

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
Collect lunches to leave at Schoonmaker Marina
- 9:45 Opening Circle
- 10:00 Boat Talk
- 10:15 Paddle Talk
- 10:30 Outfit participants in personal gear
Fit Participants into kayaks and make any necessary adaptations
- 11:00 Safety Talk
One Guide returns all extra equipment and shut containers
Launch
- 1:30 Return to Schoonmaker Marina
Lunch
After lunch activity/game

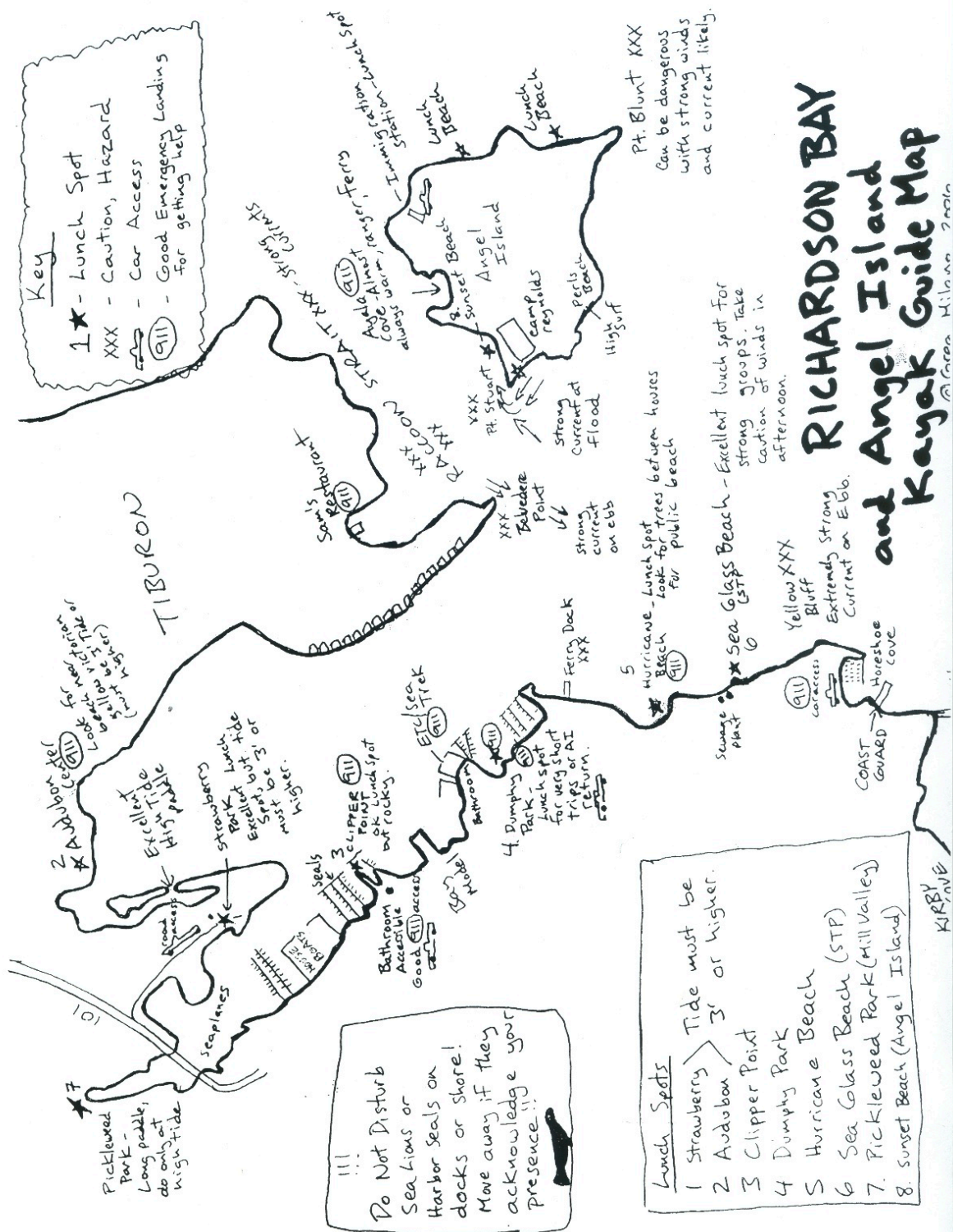
Groups needing to leave early: If there is ample time have the group assist with cleaning but make sure to stop clean up with enough time for a closing circle and for the group to leave on time.

Groups with disabilities: If people would like to get out on the water after lunch, that is an option (conditions permitting). This is often a shorter paddle than the one in the morning and Guides should ensure that the group is back on the beach with enough time to get out of the boats and have a closing circle before needing to leave.

After groups depart Guides finish any necessary clean up and have an end of trip Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Richardson Bay



RICHARDSON BAY and Angel Island Kayak Guide Map

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Paddling Destinations on Richardson Bay

Audubon Preserve: Located in the north end of Richardson Bay, the Audubon Preserve is a good, easy paddle. The only drawback is that it cannot be reached during low tide as the water becomes very shallow (only a few inches deep). This beach and the surrounding bay is only open from April 1st to September 30th.

Strawberry (Brick Yard Park): This beach lies southwest of the Audubon Preserve and is accessible at lower tides. This is an excellent destination for when the rest of the Bay looks rough and, as with all of Richardson Bay, is ideal for weaker groups. This is a popular lunch spot because of its proximity to Schoonmaker Marina and the fact that it has picnic tables, a port-a-potty, and a small playground.

Sea Glass Beach: A beautiful beach just past the Sewage Treatment Plant (STP) between Sausalito and Yellow Bluff. It is usually reachable by most ETC trips and has great views of Angel Island, the Bay, and San Francisco. Strong winds in Hurricane Gulch can make a late afternoon return from Sea Glass Beach fairly challenging. The beach is small in higher than 4-foot tides, and nearly gone at 5 feet.

Horseshoe Cove: Horseshoe Cove lies between Yellow Bluff and Lime Point. It is sheltered from the weather and the beach can be a great destination for lunch. Although sheltered, the weather and the ability of the group can be determining factors as the paddle is exposed to wind and current. The view of the Golden Gate Bridge from here is amazing!

Angel Island: Rarely do day paddles go to Angel Island, though it is possible. A day trip could land at Camp Reynolds (ETC's destination for Angel Island overnight trips), Ayala Cove, or Perle's Beach. Perle's Beach and Camp Reynolds can both have larger wave action, while Ayala Cove is more protected. A day paddle to Angel Island is best for able bodied and very active groups as it is longer and often requires paddling in wind and current.

Tiburon: ETC Full Moon Paddles often go to Sam's Anchor Café in Tiburon. Paddling to Tiburon is manageable for most groups, though conditions at Belvedere Point can be variable depending on wind and current conditions.

San Francisco Bay Angel Island Overnight Trip Outline

Day 1

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
- 9:45 Opening Circle
Instruct participants on packing equipment in dry bags
- 10:00 Boat Talk
Load personal equipment, group gear, and food into boats and adjust foot pegs
- 10:30 Outfit participants in personal gear
- 10:45 Paddle Talk
- 11:00 Fit participants in boats and make any necessary adaptations
- 11:15 Safety Talk
1 Guide returns all extra equipment and shut containers
- 11:30 Launch
- 1:00 Arrive Angel Island
Unload kayaks
Move equipment off of beach and put boats to bed
- 1:30 Lunch
Angel Island Orientation Talk
- 2:30 Explore the island for the afternoon
- 4:30 Move into buildings and building orientation
- 5:00 Begin dinner preparation
- 6:00 Eat Dinner
Trip Leader should give plan for the evening and morning
- 7:00 Clean-up dinner
- 7:30 Evening Activity
- 11:00 Quiet Time on Angel Island

Day 2

7:00	Wake up
7:30	Begin breakfast preparation
8:00	Breakfast Guide check-in during breakfast Trip Leader should give plan for the day
8:45	Clean up breakfast Pack personal belongings Clean Angel Island facilities Move equipment and boats down to the beach
10:00	Morning activity Paddle Talk Safety Talk
10:45	Launch
12:15	Arrive at Schoonmaker Marina Equipment clean up Prepare lunch
1:30	Lunch
2:15	Clean up lunch
2:30	Closing circle
3:00	Group Departs Guides finish any necessary clean up End of trip Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Landing and Launching on Angel Island

The conditions for landing on Angel Island can be highly variable, and thus launching and landing with a group should be done carefully and systematically. During a flood, waves tend to be larger on Camp Reynolds Beach. Additionally, the beach is exposed to waves created from frequent boat traffic.

Groups should land and launch on the north side of the beach unless there are outstanding circumstances that make the south side of the beach safer.



Landing Procedures:

1. Enter into the eddy in front of Camp Reynolds with the entire group (entry location depends on the current and resulting ferry angle)
2. Bring boats together in front of the pilings so they are in the protected eddy but facing the Golden Gate Bridge or San Francisco (depending on the wind and current conditions) to and prepared for incoming ferry wakes. The group should be close together, but not rafted up. The on water leader, designated at the morning meeting, is in charge of the group at this point and should have a VHF radio.
3. The on land coordinator (designated at the morning meeting) should be comfortable landing in surf should land on the north side of the beach. After landing, the Guide(s) should pull their boat(s) out of the water and safe from waves. The Guide(s) that land first should have a VHF radio to communicate with the on water leader.
4. The on water leader should give a reminder landing talk that includes:
 - Remind them to listen to the Guides on the beach
 - Remind them to stay a safe distance from the pilings and the rocks

- Remind participants to paddle straight into the beach (like a T)
 - 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
5. When the Guides on the beach are ready, they should signal, either using hands or VHF radio, to the on water coordinator to send one boat in at a time. The Guide on the water will make the decision of which boat to send in at what time.
 6. The on land coordinator will direct the boat in, giving instructions on when to forward paddle, back paddle, or stop so as to stay on the back end of the wave and avoid surfing in.
 7. Once the boat is reaching the beach, the on land coordinator will grab the bow of the boat and the secondary Guide will grab the stern of the boat. Both should come at the boat from the side.
 8. Together the Guide will run the boat up the beach until it is safely on the sand. If it appears that another wave may come in and move the boat higher, instruct the paddlers to stay in their boat until the wave has come in.
 9. Once the boat is safely out of the wash zone there is no rush. The Guide at the bow of the boat should be giving instruction while the Guide at the stern should sit on the boat to prevent a wave from turning the boat. Safely have the participants pull their spray skirt and get out of the boat.
 10. The Guide at the stern of the boat should pull up the rudder
 11. With a team move the boat up the beach so that it will not be hit or moved around by waves.
 12. Land the next boat. Once there are four Guides on the beach, it is possible to send two boats in at once should the conditions allow.

Considerations for Landing:

- The Guide catching the bow of the boat is always in charge and should be the one giving instructions to the participants
- Once the boat is safely slid up the beach, there is no time rush. Allow the participants to get out of the boat safely and move the boat out of the surf zone.
- Guides landing boats on the beach should not wade into the surf to grab the boat but should instead wait in shallow water until the boat reaches them. This reduces the potential for injury of Guides in the water.
- If the landing boat is broached by the wave (turned sideways) **DO NOT GET BETWEEN THE BOAT AND THE BEACH**. Guides on the beach should approach the boat from either end to avoid getting hit by the incoming boat.

Launching Procedures:

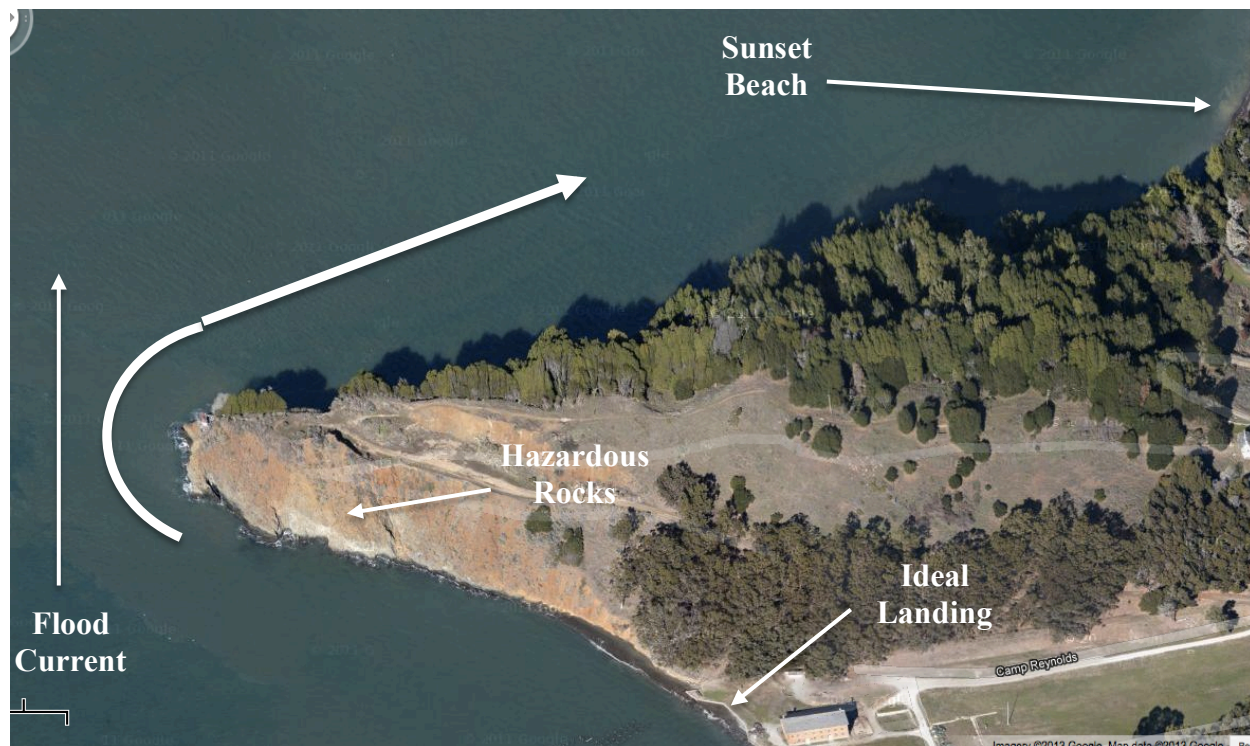
1. The safety talk should be given to the group on the sand before participants get in their boats. The boats should be on the beach but safely above the water.
2. Launch at least 1 Guide, if not 2, and have them paddle out to the staging area.
3. Have participants stand next to their boat. Move boats one at a time down to the water so that the first cockpit is just into the water. One Guide should stand at the bow and one Guide should stand at the stern.
4. Have the front paddler get into the boat and then slide the boat further into the water so the rear cockpit is just into the water.

5. The Guide at the bow is in charge of the launching and should ensure the following things:
 - The loops of each person's spray skirt is not tucked under the spray skirt
 - All hatches on the boat are closed securely
 - Ask to ensure participants' feet are on foot pegs
 - Ensure that each participant's paddles are oriented correctly.
6. Ask participants to hold their paddles parallel to the boat until they have safely cleared the Guide at the bow of the boat
7. When a wave comes the Guide at the bow should pull the boat into the water while the Guide at the stern pushes the boat into the water.
8. The Guide at the bow of the boat should move as the boat is being slid into the water so as to not get hit and should also ensure that the participants rudder is safely deployed.
9. Once the participants are on the water they are under the responsibility of the Guide on the water.

Considerations for Launching:

- The Guide at the bow of the boat is always in charge and should be the one giving instructions to the participants.
- The Guide at the bow should be standing sideways so their back is not facing the water and they can watch for changes in wave action.
- Ferry wakes can cause significant waves on the beach at West Garrison (Camp Reynolds). It is the responsibility of all Guides to be watching the water when groups are launching or landing for ferries and any other boats that may cause irregular waves.

Landing at Sunset Beach



Every attempt should be made to land groups at the Camp Reynolds Beach. During a strong flood current, boats can get pushed close to Point Stuart. If this is happening, a Guide should put that boat on tow and pull them into the eddy in front of Camp Reynolds. If it is not possible to tow the boat into the eddy due to the strong current, it is possible to allow the current to push the boat north into Raccoon Strait and to pull in on the north side of Point Stuart. The decision to do this should be made before the current pushes boats dangerously close to the rocks on the south side of Point Stuart.

Once on the north side of Point Stuart, paddle in towards the island and the small beach (Sunset Beach). Land the boats here and pull them up as high as possible. It is also important to tie the boats up to a tree as the tide can come high enough to where there is no beach left. Take the participant and hike them up the trail to the perimeter road and then down to trail to Camp Reynolds.

If conditions allow, the boats can be paddled around to Camp Reynolds when wind/current conditions are more favorable. If this is not possible, a group of paddlers will have to launch from Sunset Beach for the return trip.

Gear Storage on Angel Island

Correct storage of all kayak equipment while on Angel Island is critical to ensure nothing is lost at high tide, stolen, or tampered with by animals or curious island visitors.



Moving Kayaks: It is best to unload and load all the kayaks when on the beach so they are easier to move. Then, utilize a team of Guides and participants on the beach and another on the sea wall. Pass the boats either up or down between groups using excellent communication.

Kayaks: Kayaks may be stored along the sea wall as shown in the above image. Kayaks should NEVER be left on the beach nor should they be placed in an area that might limit anyone's ability to reach the beach or utilize the picnic tables. Hatches should be empty and securely stored.

Paddles: All paddles should be stored behind the bathroom and out of sight.

Soft gear: All PFDs, splash jackets, sponges, pumps, and towlines should be stored in the cockpit of the boat with the spray skirt on the cockpit and the tube of the skirt closed as tightly as possible. This is known as "putting the boats to bed." Extra care should be made to make sure no food is left in the boats, particularly in the pocket of a PFD or splash jacket, as there are many raccoons on Angel Island. Participants may also bring splash jackets into the building with them to allow them to dry or to wear them as a secondary layer. If participants choose to do this, it is their responsibility to keep track of the jacket and bring it back the next morning.

All other gear: All other gear including First Aid Kits, VHF radios, repair kits, VDS kits etc. should be brought into the building for safekeeping.

Angel Island Building Use

ETC's use of the historic structures on Angel Island is an extraordinary privilege, which we have been given since the buildings were first restored in 1984. They are the only accessible overnight facilities on Angel Island and without the use of these buildings, people with disabilities would not get the incredible chance to spend the night in this special place.

ETC has a long history of using these buildings with respect and care and it is essential that we maintain this record in order to continue our use. It is the responsibility of the ETC Trip Leader and Guides to reinforce this message on every trip to the participants. Every participant needs to understand that the structures at Camp Reynolds – both the restored and unrestored buildings – are irreplaceable connections with our heritage and must be treated with respect and care.

The best way to motivate our participants to understand this need is to share with them the history of Camp Reynolds and the stories behind the park's conservation and the buildings' restoration. Additionally, Guides should lead by example and show respect for the buildings by trying not to spread gear all over the houses, moving furniture with care, and treating the buildings like the museums that they are.

When we leave the buildings, the entire group of participants and Guides should help clean and leave them in better shape than we found them. These buildings are both our past and our future and we must take on the responsibility of helping to preserve and protect them so we can continue to share Angel Island with our participants.

Angel Island Ground Rules:

- Smoking is not allowed in any facility or within fifty feet of any structure.
- No alcoholic beverages are allowed at any time.
- Quiet hours for the park are from 11 pm until 6 am.
- Food must not be left out, neither inside nor outside the buildings. Excess available food attracts ants, rats, and raccoons.
- All garbage and recycling must be placed in the appropriate receptacles.
- Buildings and parkland must be left better than they were found: clean, all equipment properly replaced, and free of garbage.
- Only enter the buildings when on a scheduled ETC trip. Never enter the buildings when visiting the park during private trips or when they are not reserved for ETC's use.

Quartermaster's Warehouse



Access: The combination to the lock on the northeast side of the building is listed in the trip leader packet. If there is an issue gaining access to the building, call the Angel Island Ranger Station at 916-358-1300.

Storage: All ETC equipment (with the exception of the sleeping pads) is stored in a wooden box in the southeast corner of the Quartermaster's Building. This box should not be locked.

Bathrooms: The Quartermaster's Warehouse does not have running water. As a result, everyone should use the two unisex bathrooms located north of the building.

Drinking water: All the water on Angel Island is potable. When setting up the kitchen, fill the orange Gott with water either at the faucet on the side of the bathroom or east of the building near the base of the flagpole. Place the Gott in the kitchen for people to use to fill up water bottles and use for cooking.

Hand washing: To facilitate hand washing before meals, ETC has a hand washing system that can be set up closer to the Quartermaster's House than the bathrooms – just outside the door is good. Fill one bucket with water, connect the foot pump and place the hand soap, and run the other end of the hose to the empty bucket labeled “dirty water.”

Sleeping pads: To protect sleeping pads from rodents, they are all stored in the Bake House closet. Enter the Bake House using the combination listed in the trip leader packet to retrieve the pads and be sure to return them to this closet at the end of the trip.

Sleeping: Participants and Guides can sleep in the back room of the building on the wooden platforms. People can also elect to sleep outside. If someone does choose to set up a tent, he or she must bring it with him or her, set it up no earlier than 4PM, and take it down promptly in the morning.

Lighting: There is no electricity in the Quartermaster's Warehouse. For lighting in the kitchen room, there are propane lanterns that can be hung from the ceiling. Take down the rustic brass lanterns and hang the propane lanterns in their place. Take care never to leave the lanterns unattended when lit and make sure to take them down and return the brass lanterns before leaving. Do not allow participants to walk around with the lanterns as a light source.

Stove: There is a 4-burner suitcase stove and a large white propane tank. The tube for hooking up the stove to the tank should be stored under the burners of the stove. To set up the stove, connect the two small tubes to the stove on the back of the stove. Then connect the large end of the hose to the propane tank. Once all connections are tight, turn on the propane tank and listen for any leaks. If there are no leaks, turn on an individual dial and light the burner. When the stove is not in use, the burner dials and main tank should be left off. The stove should be set up on the large cast iron stove unless a group intends to use that for heating or baking. Participants under the age of 18 may not light the stove without supervision.

Kitchen Equipment: Clean dishes and silverware and some cooking implements are stored in plastic boxes within the wooden storage box. These are clean and protected from rodents. Use these and make sure they stay separate from the other Angel Island kitchenware. If using Angle Island cookware to supplement ETC's equipment, ensure it is washed before use.

Food Storage: There is a cooler in the wooden box to store food and protect it from rodents. No food should be left in dry bags or soft coolers, as rodents will eat through them. Food should only be left out if it is in hard plastic or glass containers. Participants should be instructed not to bring food into the sleeping room.

Dish Wash Station: Fill four tubs with water about 2/3 full and set them along the wall outside the entrance door to the building. The first tub is a soapy wash, the second tub is also a soapy wash, the third tub is a freshwater rinse, and the last one is a mild bleach solution to sterilize the dishware. Water can be heated in a pot and added to the first 3 buckets. The tubs are stored in the wooden storage box and the dishwashing supplies including soap, sponges, washing brush, and bleach are stored in a plastic container in the wooden box. Towels for drying and other needs should be brought from Sausalito and returned to Sausalito at the end of the trip. The wooden dish racks can be used to dry the clean dishes. Dirty dishwater should be dumped over the sea wall and dirty tubs rinsed with the bleach solution from the last tub.

Garbage and Recycling: There is a metal galvanized garbage can in the kitchen and black compactor bags in the wooden box. Recycling should be collected separately. A dumpster for garbage and containers for recyclables are available adjacent to the bathrooms. Garbage should be taken out and a fresh bag replaced when cleaning up the building.

Building Clean Up: Wipe down all surfaces, sweep both rooms (brooms hang on the wall behind the entrance door), return all ETC equipment to the wooden storage box, and return all furniture that may have been moved to its original position.

Quarters 10 and the Bake House



Access: There is a lock box located on the southeast corner of the Bake House and the combination is listed in the trip leader packet. This lock box contains a key that works for both the Bake House and Quarters 10. There is another lock box on the ramp between the two buildings. Once the buildings are open, return the key to the lock box it came from so it is not misplaced. If there is an issue accessing the building, call the Ranger Station at 916-358-1300.

Transporting Gear: There is a plastic wheelbarrow located on the east side of the Bake House. This can be used to transport gear from and to the beach, but should be returned to this location when not in use.

Bake House

Sleeping: The Bake House main room and baking room should be used for the participants to sleep on the floor. Participants may also sleep outside the Bake House on the lawn. Please try to make sure tarps are used for sleeping outside, to keep ETC's sleeping pads clean.

Bathroom: Participants should use the bathroom adjacent to the rear entry door and the bathroom on the first floor of Quarters 10.

Personal Gear Storage: There is a closet in the main room of the Bake House that has cubbies. This is a good place for participants to store their belongings to keep them organized and tidy.

Storage: Sleeping pads, games and other activities, and cleaning supplies are stored in the closet in the southwest corner of the Bake House. Ensure that all ETC belongings are returned to this location at the end of a trip.

Off Limits Areas: The back bedroom and bathroom located behind the brick oven should not be used.

Clean Up: Both rooms should be swept (brooms are located in the baking room) and the bathroom thoroughly cleaned (cleaning supplies are in the ETC storage closet).

Quarters 10

Downstairs Kitchen: Food should be stored in the refrigerator and in the upper cabinets adjacent to the sink. No food should be left out. For cooking, there are electric hot plates as well as other kitchen appliances stored in the lower cabinets along the same wall as the refrigerator. Cooking utensils and eating utensils are stored in the drawers around the kitchen. Cups, plates, bowls, and mugs are stored in the upper cabinets on the same wall as the refrigerator. Dishwashing tubs are located in the cabinet below the sink, along with dishwashing supplies. Groups should take all extra food home with them – only extra hot drinks should be left in the upper cabinet to the left of the sink. When leaving the island, ensure that everything is returned to its specific location.

Garbage: A garbage can is located in the upright cabinet under the kitchen window and garbage bags are located under the sink. Garbage and recycling should be taken out when cleaning the building to the garbage cans next to the lawn on the west side of the Bake House.

Dining Room: The dining room can be rearranged to accommodate larger groups. There are additional folding tables and chairs in the hall closet on the first floor.

Downstairs Bathroom: This is available for anyone's use.

Downstairs Parlor: This room should be locked and should only be entered if an Angel Island Docent or Ranger is present.

Upstairs Kitchen: This kitchen has an electric stove that is more effective than the hot plates downstairs. For this reason, it is available to use to cook things on the stovetop and in the oven. However, all cooking upstairs should be done in the presence of an ETC Guide and all other cooking and washing should be done downstairs.

Upstairs Bedrooms: ETC Guides may sleep in the upstairs bedrooms, though should use a sleeping bag and ensure that the bed is nicely made the following morning. If there is a participant who can get up the stairs but will likely struggle sleeping on the ground, he or she can be offered this privilege though it is not advisable to notify the whole group of this option.

Upstairs Bathroom: Guides may use this, though no one should use the shower unless there is an outstanding circumstance. Dirty rags should be brought back to Sausalito, though if there is a need to use the washer and dryer it is fine to do so, so long as nothing is left in either the washer or the dryer.

Front Porch: ETC is allowed to use the porch and many Guides use this as a place to sleep outside.

Clean Up: All rooms should be swept and surfaces wiped. The kitchen should be thoroughly cleaned, all things put away, refrigerator emptied, cleaned, and the screen in front returned. The dining room furniture should be returned to its original location.

Angel Island Ferry Information

You will need \$5.00 for each day you are parking in exact change for each car.

Round Trip Tickets:

- 13 years or older: \$15
- Children 6-12 years old: \$13
- Seniors 65+ years old: \$14

One Way Tickets:

- \$9 for Tiburon to Angel Island
- \$6 for Angel Island to Tiburon

Ferry Schedule

		Depart Tiburon	Depart Angel Island
January-February	Mon-Fri	Advanced reservation only	
	Weekend	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30
March	Mon-Tues	Advanced reservation only	
	Wed-Fri	10:00, 1:00, 3:00	10:20, 1:20, 3:20
	Sat-Sun	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30
April	Mon-Tues	10:00, 1:00	10:20, 1:20
	Wed-Fri	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30
	Sat-Sun	10-4 hourly	10:20- 4:20 hourly
May - September	Mon- Fri	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30
	Sat-Sun	10:00-5:00 hourly	10:20-5:20 hourly
October	Mon-Tues	10:00, 1:00	10:20, 1:20
	Wed-Fri	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30
	Sat-Sun	10:00-5:00 hourly	10:20-5:20 hourly
November-December	Mon-Fri	Advanced reservation only	
	Sat-Sun	10:00, 11:00, 1:00, 3:00	10:20, 11:20, 1:20, 3:30

Directions to Ferry from Sausalito: (It will take about 1 hour to drive and park for the ferry)

- From Schoonmaker Marina go back to main road in Sausalito (Bridgeway)
- Turn right and follow to 101 North.
- Take 101 North to Mill Valley/Tiburon Exit
- Take Exit, Turn right at stoplight onto Tiburon Blvd.
- Follow Tiburon Blvd for about 15 minutes into town of Tiburon.

If you have gear or people to drop off:

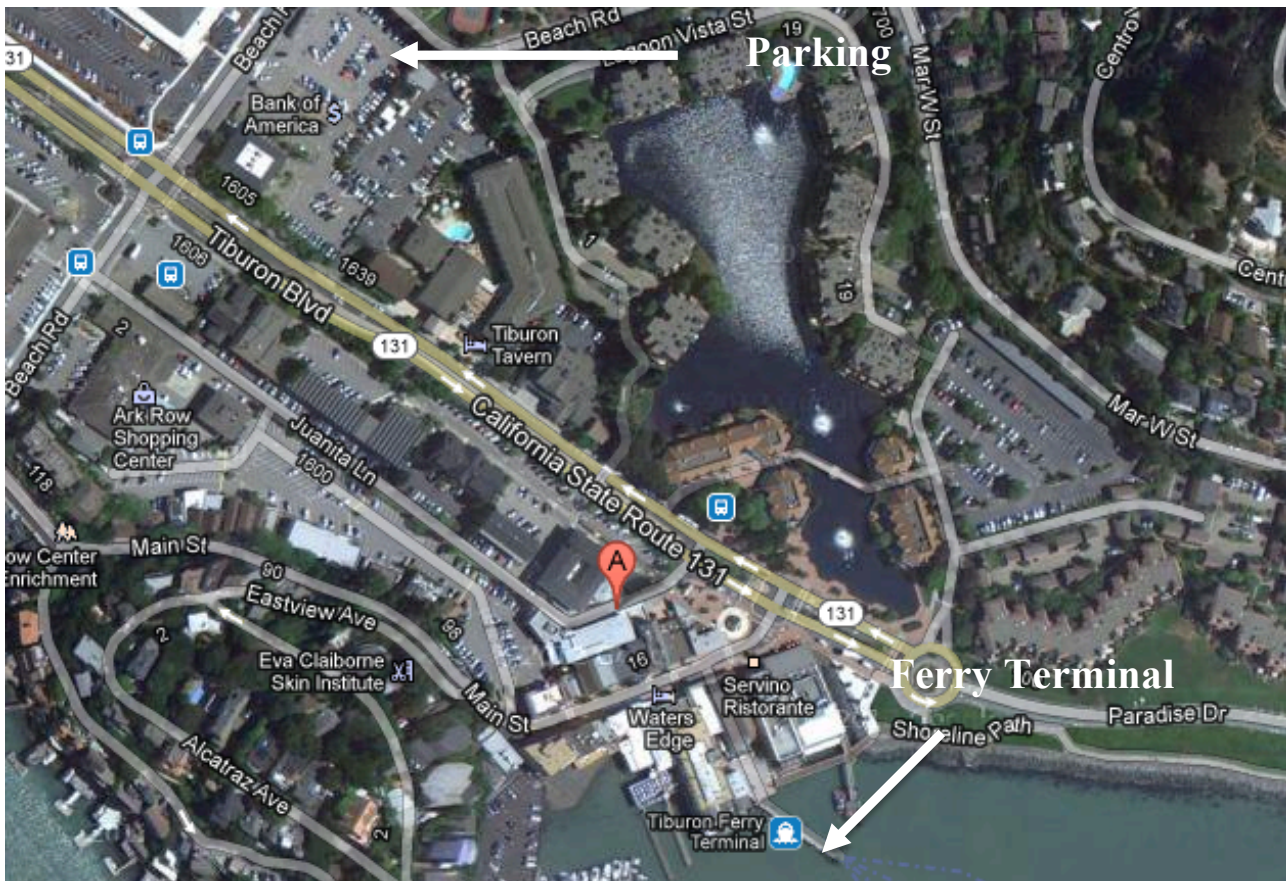
Follow Tiburon Blvd all the way to Main Street (You will see the water in front of you and the road starting to turn to the left. Cross Main street and park in the loading zone on the right side of Tiburon Blvd. The ferry entrance is about fifty feet down Main street on the left (51 Main Street). To park go back down Tiburon Boulevard and turn right on Beach Road and park in the lot behind the Bank of America

If you don't have gear or people to drop off:

Take Tiburon Blvd to Main Street. Turn left on Beach Road and park behind the Bank of America in the parking lot.

Parking:

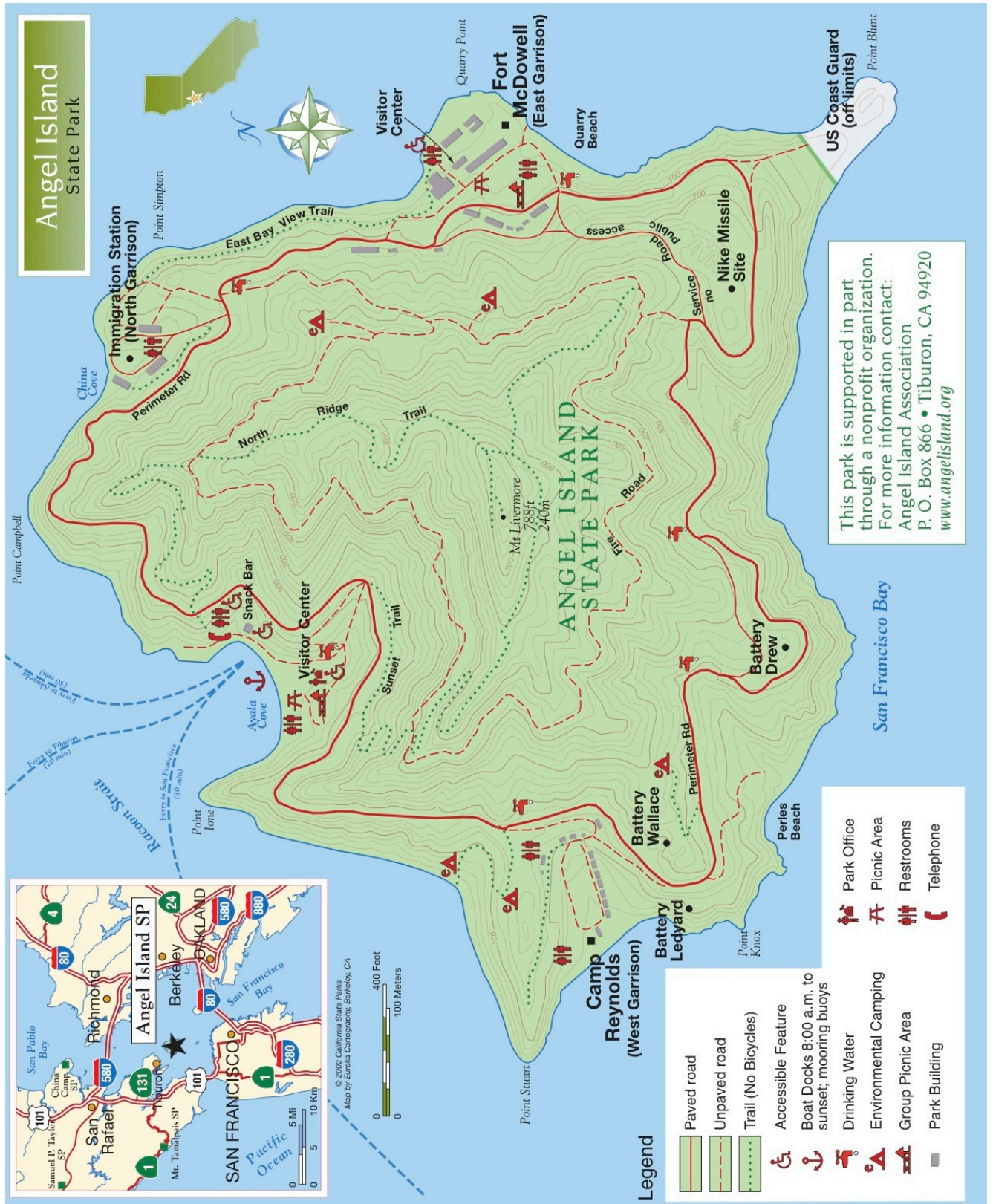
You will have to purchase a ticket for each day the vehicle will be parked in the lot for \$5.00/day. For an overnight trip you will need to purchase 2 tickets and put them on your dashboard. You will need exact change. You will now need to walk back to the ferry terminal.



From the Ferry Terminal to Camp Reynolds on Angel Island:

If you have arranged for a ride for wheelchairs or gear, ETC will have arranged for a vehicle to meet you. Either a ranger or an Angel Island Docent in a blue jacket will meet you. If you are going to walk, follow the path up from the cove, and to the Perimeter Road. Go up the hill to the right and walk around the island, following the signs to Camp Reynolds/West Garrison. It is about 1.5 miles to our location. The group will be staying in either the yellow Victorian house at the top of the hill or the brick building down at the water.

Angel Island State Park



San Francisco Bay Full Moon Paddle Trip Outline

- 2:30 Opening Guide Meeting
- 2:45 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 3:50 Guide assigned to greeting the group should be waiting at the parking lot
- 4:00 Group/individuals arrive
Unload and have drivers park vehicles
- 4:15 Opening Circle
- 4:30 Boat Talk
- 4:45 Paddle Talk
- 5:00 Outfit participants in personal gear
Fit participants into boats and make any necessary accommodations
- 5:30 Safety Talk (see page 55 for Full Moon Paddle specific considerations)
One Guide returns all extra equipment and shut containers
- 5:45 Launch
- 7:00 Arrive at Sam's Restaurant
- 7:15 Sit down for dinner
- 8:45 Finish dinner
Encourage guests to use the restroom
- 9:00 Launch
Raft up on return trip for quiet time and reading of a poem (time permitting)
- 10:00 Land in Sausalito
Participants help carry boats into the yard and dunk and hang soft gear
- 10:15 Closing Circle
- 10:30 Group/individuals depart
Guides wash boats and put away soft gear
Closing Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Working With Benefit Populations

Full Moon Paddles are offered as an opportunity to raise money for the ETC Scholarship Fund. Because of this, the participants are typically different from those on a traditional ETC trip. While they are well aware they are going on a trip to benefit a nonprofit, they often have higher expectations as they are paying considerably more for their trip. Typically, guests are not asked to help with gear beyond helping carry their boats and soft gear into the yard at the end of the trip.

Full Moon Paddle Opening Circle

During the Opening Circle for a Benefit Trip, it is really important give complete explanations of ETC, the four programs, and the populations the organization serves. It is also important to thank each of them, and particularly the group organizer, for coming out to enjoy this incredible evening while also supporting individuals to have similar experiences that would not normally have the opportunity to do so. This can be a good time for Guides to share poignant anecdotes about their experience with ETC to give more insight into the organization. Then, the Trip Leader should give the general plan for the evening, review what people should wear and advise them that they might want to bring warm clothes and a possible change of nice clothes with them for the restaurant and trip back. Lastly, it is important to remind people that they will not be able to drink alcohol while at dinner. While important, the opening circle should be quick and efficient.

Considerations for Paddling at Night

Lighting

- The lead boat should have a headlamp turned on and pointed backwards towards the group.
- The sweep boat should have a headlamps turned on and pointed forward.
- All other Guides should have headlamps with them, but don't need to have them on unless there is a situation.
- Participants should each have a red light affixed to the shoulder of their PFD.

Safety Talk Additions

1. Have boats number off (including Guides) as a method for ensuring all boats are present when it is dark.
2. When rounding Belvedere Point, it is particularly important to stay in a tight pod and listen to Guides.
3. If a boat capsizes or another issue occurs, blow whistle three times to alert Guides
4. Guides will be on the dock first and assist one boat at a time with getting out of their boat. Do not stand up in boats as this makes them very unstable. Participants will be instructed to sit on the back deck behind the cockpit and then turn and put their chest on the dock and slide out of the boat.
5. The consumption of alcoholic beverages at dinner is prohibited by ETC policy.

Sam's Anchor Café Procedures

Contact Sam's Anchor Cafe: Before getting on the water, the Trip Leader should call Sam's to alert them that the group will likely be arriving in 1 hour to 1½ hours and confirm the total number for dinner (both participants and Guides). The phone number for Sam's Anchor Café is 415-435-4527, speak with any of the reservations staff, and the reservation is under Environmental Traveling Companions or ETC.

Landing at Sam's Anchor Café: Enter harbor, staying close to the West side of the harbor and single file or in a very tight pod to stay clear of boat traffic entering and leaving the harbor (See page 57). The Trip Leader or Assistant Trip Leader should paddle over and find a suitable docking spot and then signal the rest of the group over. Guides should help participants out of boats, one at a time, and then pull boats out of the water onto the dock. Boats should be placed as compactly as possible on the dock, leaving room for boaters to get by on both sides. If there is not enough room on the dock, boats can be tied together using tow ropes and floated at the end of the dock nearest the restaurant. (See page 58)

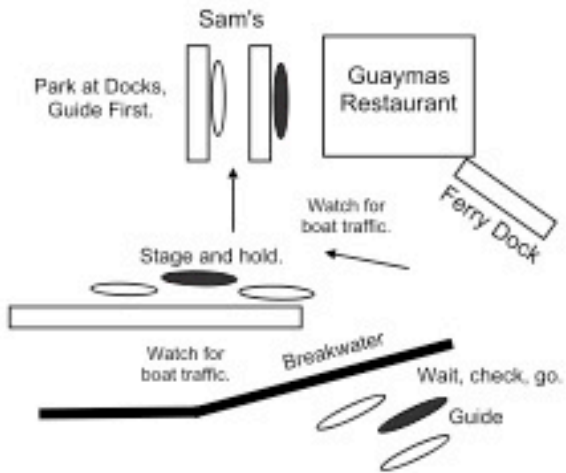
Equipment Storage During Dinner: Guests should be told to bring all valuables with them into the restaurant. Guests may also want to bring their splash jacket in side with them so they will dry during dinner. All other soft gear should be tucked into cockpits and all hatches closed. Paddles should be brought up to the restaurant and set on the right hand side of the entrance door (See page 58). Valuable equipment including VHF radios should be brought inside the restaurant.

Dinner: Dinner should last about 1½ hours. Sam's will have a specific menu, starting with a salad and bread, 4 entrée options, and dessert with coffee and tea. Guides should intermingle with guests when possible. One Guide should periodically check the boats and equipment during dinner to ensure they have not been tampered with or that items are not blowing away. At the end of dinner, the Trip Leader should ask for the check from the wait staff (this can take a while, so don't wait until the last minute) and use the blank check or credit card on file to pay for the dinner (the tip will already be included in the bill). The itemized receipt and check stub should be submitted with the trip forms at the end of the night.

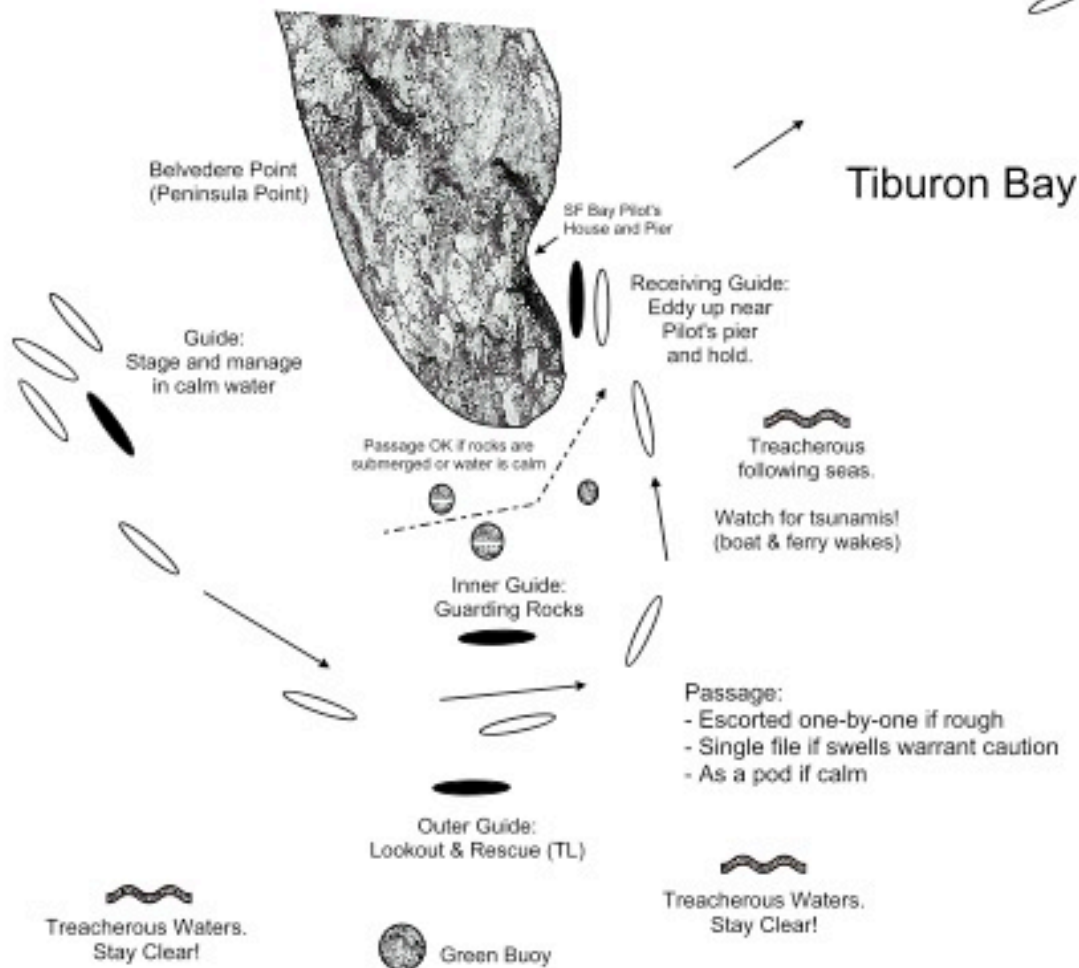
Launching: Ensure that each participant boat has a light and each Guide boat that is in the lead, sweep, right, and left positions have headlamps. Have at least one Guide on the water before any participant boats are launched. Slide the boats into the water and stabilize the boats as the participants get in.



Full Moon Paddle: At the Tiburon Marina



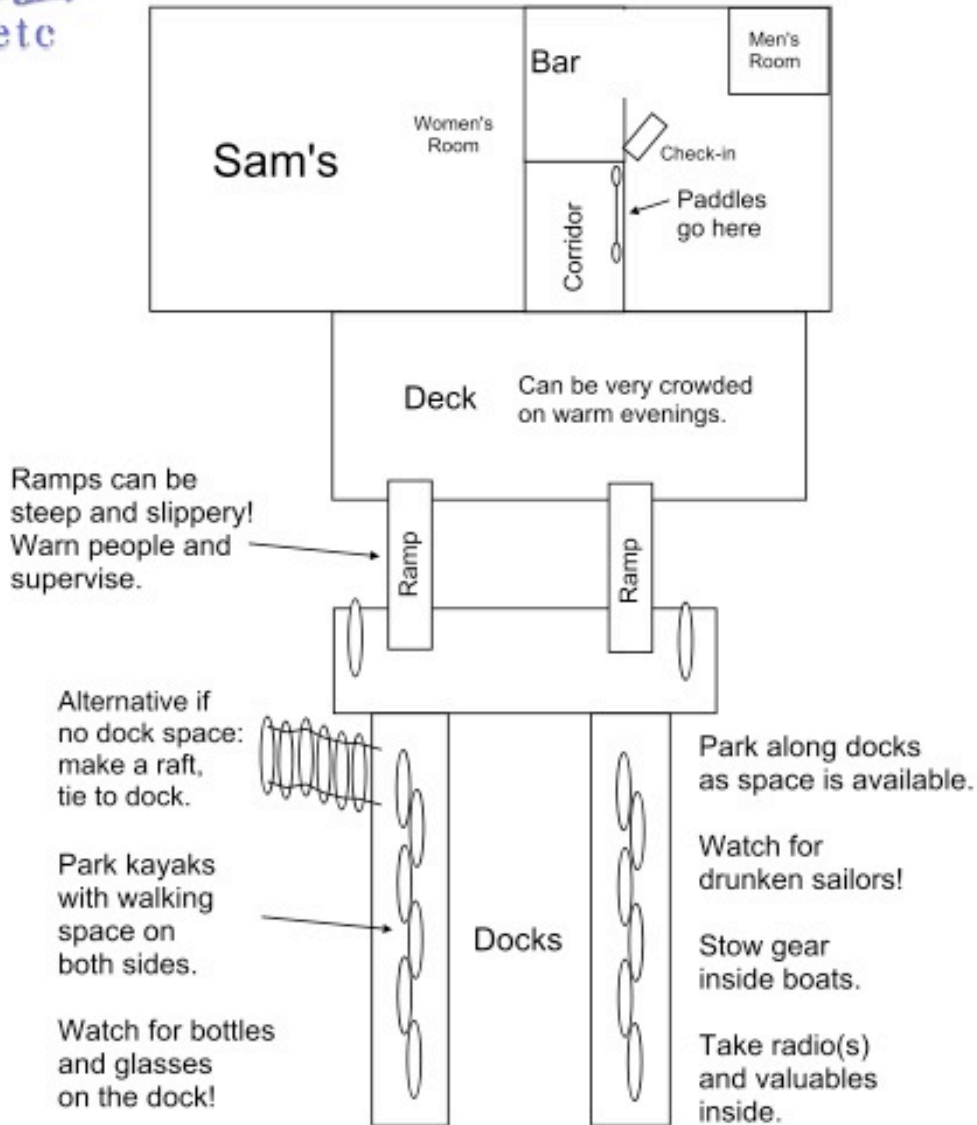
Full Moon Paddle: Rounding the Point



Revised: March 26, 2009



Full Moon Paddle: Kayak Parking at Sam's



Revised: March 26, 2009

SF Bay Equipment Checklist – Check This on EVERY Trip!

Boats

- Singles
- Doubles
- Triples

Paddles

- Unfeathered
- Feathered
- Break-down paddle

Spray Skirts

- Vinyl -Regular (Blue)
- Vinyl -Large
(Black or Blue with Red Grab Loop)
- Neoprene (Guide use)

PFDs

- Youth (Light Blue)
- Small (Yellow)
- Medium (Purple)
- Large (Orange)
- Extra Large (Red)
- Double Extra Large (Yellow)

Spray Jackets

- Small
- Medium
- Large
- Extra Large

Adaptive Gear

- Adaptive Paddles
- Adaptive Seats
- Padding
- Folding Chairs
- Toilet Chair

Equipment for Day Trips

- Paddle Floats
- Pumps
- Sponges
- Tow Ropes
- First Aid Kit
- Ouch Kit
- Repair Kit
- VDS Kit
- Toilet Kit
- Charged VHF Radios
- Cell Phones in Pelican Boxes
- Dry bags
- Soft Coolers
- White Buckets (for dry food)
- Warmies
- Tarps
- Map / Chart
- Extra Water Bottles
- Full Dromedary Bag
- Environmental Education Resources

Additional Gear for Overnights or Day Trips with ETC-Provided Lunch

- Cutting Boards
- Cutting Knives
- Serving Plates
- Dish Towels
- Serving Utensils
- Trash Bag
- Roll Tables
- Hand Sanitizer
- Trash Bags for Sleeping Bags

Tomales Bay Trips



Day Trips: One-day trips offer participants the opportunity to explore the beautiful and rustic shoreline of Point Reyes National Seashore

Night Paddles: These trips are shorter experiences that allow participants to enjoy the beauty of Tomales Bay at night. Conditions allowing, it is often possible to see spectacular bioluminescent plankton. Night paddles may also take place as a part of an overnight trip on Tomales.

Tomales Bay Base Camp Overnights: An overnight at Tomales Bay State Park allows participants the opportunity to paddle on Tomales Bay for one or two days and also enjoy a camping experience while still at an accessible campground with bathrooms and access to vehicles.

Expedition Overnight Trips: Expedition overnight trips on Tomales Bay are the most wild trip option available in the Sea Kayak Program. This trip offers groups the ability to experience an overnight on a beautiful beach and the sense of accomplishment that comes from a completely self-supported outdoor trip.

ETC's Tomales Bay Sea Kayak Program Driving Directions

Do not solely use GPS navigation, as it is often unreliable for this area and coverage is limited.

FROM HWY 101 IN NOVATO OR HWY 37

Driving Time: From 101 it is approximately 1 hour and 45 minutes

- Take the South Novato Blvd exit onto South Novato Blvd. and continue on Novato Blvd. for approximately twenty minutes.
- You will go through the town of Novato and eventually end up in a rural area, passing Stafford Lake. The road will dead end a few miles after at Point Reyes/ Petaluma Rd.
- Turn left onto Point Reyes/Petaluma Road. Continue on this road until you reach a stop sign at Platform Bridge Road.
- Turn right (remaining on Point Reyes/ Petaluma Road) and follow until it ends at Hwy 1.
- Turn left and continue on Hwy 1 through the town of Point Reyes Station.
- After crossing the small bridge out of town, turn right onto Sir Francis Drake Blvd.
- See * below for remaining steps

FROM HWY 101 IN PETALUMA

Driving Time: From 101 it is approximately 1 hour and 45 minutes

- Take the Petaluma Blvd North Exit and stay on Petaluma Blvd North through town to D street.
- Turn right on D Street. D Street will eventually turn into Point Reyes/ Petaluma Rd and continue on this road until you reach a stop sign at Platform Bridge Road
- Turn right at the bridge to stay on Point Reyes/Petaluma Road and continue until it ends at Hwy 1.
- Turn left on Highway 1 and continue through the town of Point Reyes Station.
- After crossing the small bridge out of town, turn right onto Sir Francis Drake Blvd.
- See * below for remaining steps

FROM SAN FRANCISCO ON HWY 101 NORTH OR HWY 580 (Richmond – San Rafael Bridge)

Driving Time: From Hwy 101 or the West end of the San Rafael Bridge it is approximately 1 hour and 15 minutes.

- Take the Sir Francis Drake Blvd/San Anselmo exit and drive approximately 21.5 miles through a series of towns and Samuel P. Taylor State Park until the road comes to a T at Highway 1 in the town of Olema.
- Turn right (north) on Highway 1 towards Point Reyes Station
- After 1 block turn left at the Point Reyes National Seashore sign onto Bear Valley Rd. Pass Park Headquarters and continue for 2.3 miles to a stop sign.
- Veer left, back onto Sir Francis Drake Blvd. To continue, see (*) below.
- See * below for remaining steps

***CONTINUED STEPS**

- Continue traveling on Sir Francis Drake Road, passing the towns of Inverness Park and Inverness.
- Take a slight right at the fork onto Pierce Point Road and drive 1.2 miles to the Tomales Bay State Park entrance.
- Turn right into the park entrance and follow the road for about 0.5 miles (you will drive through the kiosk where park visitors pay**)
- Turn left into the main parking lot for Heart's Desire Beach where you will see two large green containers on your right hand side and your guides will meet you for the trip.

*****ETC Guides will provide each person with a parking pass and thus it is not necessary to pay for a parking permit at the entry kiosk.***

Parking at Tomales Bay State Park

Three cars (typically those belonging to Guides) should be parking in front of the storage containers once all the gear has been unloaded to ensure that it will be possible to put the equipment away at the end of the trip.

Day Trips:

- Guides may park in the main lot, ideally not in the spots directly adjacent to the beach
- Participants may park in the main lot
- If the park is expecting high visitation on a given day, have all vehicles but the 3 in front of the containers park in the upper lot.

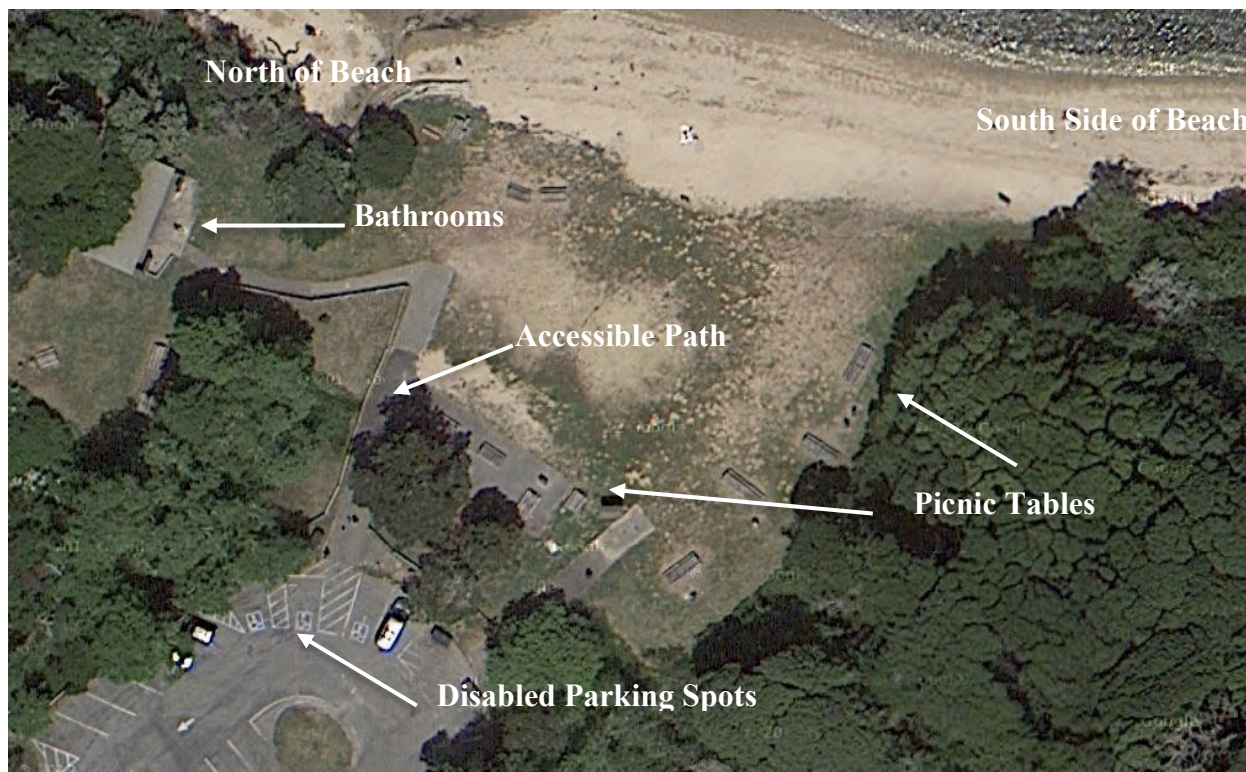
Overnight Trips:

- All participants, aside from those with disabilities, should park in the overflow parking lot. Participants with disabilities may park in the main lot near the containers.
- All Guides, aside from the three cars parked in front to the containers, should park in the overflow parking lot.
- To reach the overflow parking lot, drive out of the main lot and take a left. Drive about ¼ mile, keeping right, and park anywhere in the overflow lot.
- Once parked in the lot, there is a short trail that leads to the beach. The trail starts next to the bathroom.

All Participants and Guides must have parking passes displayed on their dash so as to not get a ticket for not purchasing a park pass.



Tomales Bay State Park Orientation and Accessibility



Accessibility at Tomales Bay State Park:

- There is a men's and women's restroom located on the north side of the beach. Outdoor showers and a drinking fountain are located outside the bathrooms.
- There is an accessible pathway to the bathrooms and people in wheelchairs can typically maneuver on the grassy area at the top of the beach as the ground is packed down. This is typically a good area for Opening and Closing Circles, particularly near the picnic tables so individuals with mobility impairments may sit down.
- It can be difficult to get a participant in a wheelchair or with a significant physical disability down from the upper beach to the right side of the beach where the boats are staged due to the longer distance across the sand. Give lots of time for this process, or use the beach wheelchair that is stored in the containers.

Tomales Bay Equipment Storage



Container 1:

- Single Kayaks
- All overnight camping and cooking equipment
- Important forms
- Education materials
- First Aid Kits
- VHF Radios
- Repair Kits
- Soft coolers
- Dry bags
- PFDs
- Paddles
- Spray jackets
- Warmies
- Pumps and Sponges
- Paddle floats
- Tow ropes
- Buckets
- Garbage can for dunking
- Brooms
- Wheelchair and beach wheelchair

Container 2:

- Double Kayaks
- Triple Kayaks
- Wheels

Gear Set Up

After the morning Guide meeting Guides will work together to set up the gear. Here are the steps for doing so:

1. Pull all kayaks and check to ensure they are in safe working order (See page 107). Stage boats in the parking spaces in front of the containers
2. Wheel boats to the beach and ensure they are on the far south side so that groups will not launch into the swimming area.
3. Arrange the boats on the beach neatly and so that the Guide singles are off to one side
4. Guide should pack and outfit their boats during this time so that when the group arrives they can give them their undivided attention
5. Once the group arrives and is done with the Opening Circle, the group should all walk to the container to be outfitted with soft gear and paddles.



Gear Clean Up

1. When setting up the beach in the morning, bring over the buckets, sponges, and garbage can for dunking over to the right hand side of the bathrooms so they are ready for the end of the day.
2. When landing with the group, send one Guide to go and fill the dunking bucket. While that is happening, have all group members keep on their equipment and have 1 Guide walk them over to the dunking station.
3. Dunk all soft gear and hang it on the fence to dry.
4. While dunking, have one Guide set up the boat wash station:
 - Get the hose out of the container and connect it to the faucet. The key for turning on the faucet should be in the container as well.
 - Fill the white buckets with water to be used for sponging out the boats
5. Use participants to help carry and wash the boats (if they are able to and have the time). This can be done most effectively by splitting the group into thirds, with 1 group carrying the boats from the beach to the wash station, 1 group washing the boats, and 1 group moving the boats from the wash station to the containers. It is best to divide up Guides to work in each of these areas. Some considerations:
 - Don't block access to the bathroom or the picnic table while washing boats
 - Get the boats clean, but be sparing with water so that the wash area does not get too muddy
6. Once all boats are cleaned (free of sand and mud and rinsed of salt water) and put away, soft gear can be returned to the containers once it is fully dry



Tomales Bay Day Trip Outline -Lunch on a Beach on Tomales Bay-

8:00	Morning Guide Meeting
8:15	Pull equipment and move down to the beach Complete individual tasks for assigned roles and responsibilities
9:20	Guide assigned to greeting the group should be waiting at the parking lot
9:30	Group arrives (all Guides should be on hand) Unload vehicles and have drivers park vehicles Collect lunches in a soft cooler or dry bag
9:45	Opening Circle
10:00	Outfit participants in personal gear at containers
10:15	Boat Talk
10:30	Paddle Talk
10:45	Fit Participants into kayaks and make any necessary adaptations
11:00	Safety Talk One Guide returns all extra equipment and shuts containers Launch
~12:30	Lunch (time is approximate depending on lunch destination) Lunch activity/game
1:30	Launch
2:30	Return to Tomales Bay State Park Clean up Drivers retrieve vehicles near end of clean up
3:30	Closing Circle
4:00	Group Departs Guides finish any necessary clean up End of trip Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Tomales Bay Day Trip Outline **-Lunch at Heart's Desire-**

Ideally all groups will have the opportunity to paddle to a beach on Tomales Bay and have lunch to experience the self-sufficiency and a different location on the bay. That said, some groups will not be able to do this either due to their ability or time constraints. People with wheelchairs and significant mobility impairments will likely return to Tomales Bay State Park for lunch to have access to their wheelchair and fully accessible bathrooms. Also, groups that need to leave early in the afternoon will likely have lunch at Tomales Bay State Park and depart after lunch.

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
Collect lunches to leave at Tomales Bay State Park
- 9:45 Opening Circle
- 10:00 Outfit participants in personal gear at containers
- 10:15 Boat Talk
- 10:30 Paddle Talk
- 10:45 Fit Participants into kayaks and make any necessary adaptations
- 11:00 Safety Talk
One Guide returns all extra equipment and shut containers
Launch
- 1:30 Return to Tomales Bay State Park
Lunch
Lunch activity/game

Groups needing to leave early: If there is ample time have the group assist with cleaning but make sure to stop clean up with enough time for a closing circle and the group to leave on time.

Groups with disabilities: If people would like to get out on the water after lunch that is an option. This is often a shorter paddle than the one in the morning and it is important to ensure that the group is back on the beach with enough time to get out of the boats and have a closing circle before leaving.

After groups depart Guides finish any necessary clean up and have an end of trip Guide meeting
Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Tomales Bay Base Camp Overnight at Heart's Desire

Day 1

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
Collect lunches in a soft cooler or dry bag
- 9:45 Opening Circle
- 10:00 Outfit participants in personal gear at containers
- 10:15 Boat Talk
- 10:30 Paddle Talk
- 10:45 Fit Participants into kayaks and make any necessary adaptations
- 11:00 Safety Talk
One Guide returns all extra equipment and shut containers
Launch
- ~12:30 Lunch (time is approximate depending on lunch destination)
Lunch activity/game
- 1:30 Launch
- 3:00 Return to Tomales Bay State Park
Clean up
- 4:00 Move overnight equipment to Upper Campground
Set up camp
Downtime
- 5:00 Begin preparing dinner
- 6:00 Eat dinner
Trip Leader should give plan for evening and morning at dinner
- 7:00 Clean-up from dinner
Evening activity
- 10:00 Quiet time

Day 2

- 7:00 Wake up
- 7:30 Begin breakfast preparation
- 8:00 Breakfast
Guide check-in during breakfast
Trip Leader should give plan for the day
- 8:45 Clean up breakfast
Pack personal belongings
Load vehicles and return equipment to the ETC containers
Sweep campground for garbage and lost belongings

The plan for the rest of the day will depend on the trip. Some groups may paddle a second day, whereas others will go on their way following a Closing Circle.

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Tomales Bay State Park Upper Campground



Camping area: Participants and Guides should only camp in the trees in the area shown above on the map. The area is marked with a no camping sign because it is closed to the public for camping and ETC is only allowed to use it with advance permission. Cover the no camping sign with a garbage bag while staying there. No one should camp near the bathrooms or in the open.

Cooking area: It is possible to cook on the picnic tables in the camping area or on the picnic tables outside the bathroom. The picnic tables outside the bathroom are more convenient, though all kitchen materials must be cleaned up at the end of every meal so as not to advertise the group is camping there.

Food storage: There are many foxes, raccoons, and rodents in Tomales Bay State Park. For this reason, it is very important never to leave food unattended. All food should be stored in a vehicle.

Garbage: Throw away all garbage in the dumpsters after each meal to minimize that amount of animals that are attracted to camp.

Fires: Fires are not allowed within Tomales Bay State Park.

It is a privilege that ETC gets to use this campsite. Guides may notify the Program Manager 2 weeks before a trip if they wish to use the campsite the night before trip. It may not be used for personal use not associated with an ETC trip.

Tomales Bay Expedition Overnight Trip Outline

Day 1

- 8:00 Morning Guide Meeting
- 8:15 Pull equipment and move down to the beach
Complete individual tasks for assigned roles and responsibilities
- 9:20 Guide assigned to greeting the group should be waiting at the parking lot
- 9:30 Group arrives (all Guides should be on hand)
Unload vehicles and have drivers park vehicles
- 9:45 Opening Circle
Instruct participants on packing equipment into dry bags
- 10:00 Boat Talk
Pack personal gear, group gear, and food into kayaks
- 10:45 Outfit participants in personal gear at containers
- 11:00 Paddle Talk
Fit participants in boats and make any necessary adaptations
- 11:30 Safety Talk
One Guide returns all extra equipment and shut containers
Launch
- 1:00 Arrive Marshall Beach
Unload kayaks
Lunch
- 2:00 Set up camp
- 3:00 Afternoon activity
- 5:00 Begin dinner preparation
- 6:00 Eat Dinner
Trip Leader should give plan for the evening and morning
- 7:00 Clean-up dinner
- 7:30 Evening Activity – Night hike, campfire, games, stories, or night paddle

Day 2

7:00	Wake up
7:30	Begin breakfast preparation
8:00	Breakfast Guide check-in during breakfast Trip Leader should give plan for the day
8:45	Clean up breakfast Pack personal belongings Load kayaks Beach sweep for garbage or lost belongings
10:00	Morning activity Paddle Talk Safety Talk
10:45	Launch
11:45	Land on Indian Beach Prepare and eat lunch
1:00	Launch
1:15	Arrive at Tomales Bay State Park Unload boats Equipment clean up
2:45	Closing circle
3:00	Group Departs Guides finish any necessary clean up End of trip Guide meeting

Each trip may have a slightly different time line based on the needs of the group and weather conditions. This is a rough estimate that may be adapted by a Trip Leader.

Marshall Beach Orientation

North Beach: This beach is typically more secluded and protected from wind, though it can be difficult to get to the bathrooms, particularly at high tide.

South Beach: This beach will typically have other groups and individuals. You have to stake out a spot for your group, though it is much easier to get to the bathrooms and has sunlight for longer in the afternoon.

Bathrooms: The bathrooms consist of two pit toilets. The bathrooms are cleaned daily and in fairly good condition, though there is no place to wash hands so it is important to have a hand wash station or hand sanitizer at camp.

Kitchen set up: Set up a kitchen with roll tables, stove stand, etc. in a convenient location.

Dish station: Use the 4 collapsible buckets to set up a dish station at the waters edge. The first and second buckets are soapy washes, the third is a rinse, and the last is a rinse in bleach solution. Salt water can be used in the first two or three buckets to conserve fresh water and buckets can be emptied into the bay when done, though contents should be strained and solids put in the garbage. The buckets should all be rinsed with the bleach solution. All clean dishes can be set to dry on the table, though may be moved around by raccoons in the night if not put away in the boats.

Drinking water: Set up a dromedary for people to use for drinking water. Remind participants that fresh water is limited and they should only use that water for drinking.

Food storage: There are many raccoons on Marshall Beach. For this reason, food should never be left unattended. Food should be stored in white buckets that are secured with a cam strap, or in closed kayak hatches. Soft coolers and dry bags containing food are not secure, and must be stored inside of kayak hatches.

Fires: Fires are allowed with a fire permit (available from Bear Valley Visitor Center with the camping permit). All fires must be doused with water to ensure they are out before going to bed or leaving camp. ETC has a fire pan that trips should bring with them and use to reduce campfire impacts.

Kayak storage: All kayaks should be brought up the beach above the high tide line.

Soft gear storage: All PFDs, splash jackets, sponges, pumps, and towlines should be stored in the cockpit of the boat with the spray skirt on the cockpit and the tube of the skirt closed as tightly as possible. This is known as “putting the boats to bed.” Extra care should be made to make sure no food is left in the boats, particularly in the pocket of a PFD or spray jacket, as there are many raccoons around Tomales Bay.

Tomales Bay Day Trip Equipment Checklist

Boats

- Singles
- Doubles
- Triples

Paddles

- Unfeathered
- Feathered
- Youth
- Break-down paddle

Spray Skirts

- Vinyl -Regular (Blue)
- Vinyl -Large
(Black or Blue with Red Grab Loop)
- Neoprene (Guide use)

PFDs

- Youth (Red or Yellow)
- Small (Yellow)
- Medium (Purple)
- Large (Orange)
- Extra Large (Red)
- Double Extra Large (Yellow)

Spray Jackets

- Small
- Medium
- Large
- Extra Large

Adaptive Gear

- Adaptive Paddles
- Adaptive Seats
- Padding
- Folding Chairs
- Toilet Chair

Kayak Equipment for Day Trips

- Paddle Floats
- Pumps
- Sponges
- Tow Ropes
- First Aid Kit
- Ouch Kit
- Repair Kit
- VDS Kit
- Toilet Kit
- Charged VHF Radios
- Cell Phones in Pelican Boxes
- SPOT Beacon
- Dry bags
- Soft Coolers
- Warmies
- Tarp
- Extra Water Bottles
- Full Dromedary Bag
- EEL Resources

Trip Paperwork

- PRNS Commercial Use Permit

Additional Gear for Tomales Overnights

Everything from the Tomales Day Trip Equipment List, plus:

Participant Sleeping and Packing

- _____ Tents (all 3 person, include tarps)
- _____ Sleeping Pads
- _____ Trash Bags for Sleeping Bags
- _____ 1 Dry Bag per Person

Rain/Sun

- _____ NRS Wing

Drinking

- _____ Full Dromedaries
- _____ (1/2 bag / person / day)

Cooking / Large Kitchen Items

- _____ Stove (with hoses)
- _____ Propane
- _____ Lighters
- _____ Stove Stand (for 4 burner)
- _____ Roll Tables
- _____ Lanterns (check mantles)
- _____ Lantern Pole
- _____ Cutting Boards
- _____ Dutch Oven
- _____ Charcoal
- _____ Lighter Fluid
- _____ Pots
- _____ Pans
- _____ Griddle
- _____ Potgrips
- _____ Prep/Serving Bowls
- _____ Coffee Drip Cone and Filters
- _____ Spice Kit and Oils

Cooking Utensil Kit

- _____ Sharp Knives
- _____ Serving Spoons
- _____ Ladle
- _____ Spatula
- _____ Rubber Spatula
- _____ Whisk
- _____ Vegetable Peeler
- _____ Grater
- _____ Can Opener
- _____ Tongs for food
- _____ Tongs for charcoal

Eating Gear (pack in mesh bags)

- _____ Plates
- _____ Bowls
- _____ Cups

Eating Utensil Kit

- _____ Spoons
- _____ Forks
- _____ Knives

Food Packing

- _____ White Buckets for Dry Food
- _____ Soft Coolers
- _____ Loose items to go in center hatches

Cleaning (pack in mesh bags)

- _____ Clean Dish Towels
- _____ Dish Buckets (4)
- _____ Dish Soap
- _____ Bleach
- _____ Sponges
- _____ Strainer
- _____ Hand Soap
- _____ Hand Sanitizer
- _____ Zip-Lock Bags
- _____ Trash Bags
- _____ Aluminum Foil

Overnight Trip Paperwork and Fires

- _____ PRNS Camping Permit
- _____ PRNS Fire Permit
- _____ Firewood and Kindling
- _____ Firepan

Night Paddle

- _____ Red Clip Lights
- _____ Extra Batteries
- _____ 1 White Light per Boat

Tides and Current Corrections for Tomales Bay

Tide and current corrections for Tomales Bay are based on the conditions at the Golden Gate Bridge shown in the Northern California Tide Log.

Tomales Bay has a tidal range of 6 vertical feet, though there are times when tides will go below the average low (minus tides make for superb tide-pooling) and times when it goes higher than 6 feet (good for paddles through wetlands or up Walker Creek). Often, a line of eelgrass debris along the beach indicates the last high tide.

For the most part, south of Pelican Point, currents are minimal and wind is the biggest factor. North of Pelican Point, currents can be very strong (5 knots) and there are localized spots where only the strongest of paddlers can paddle through. Tidal ranges are greatest and therefore currents strongest around the few days surrounding full and new moons (spring tides). Whenever there is a current going one direction, there is almost always a counter current (eddy) going the opposite way, usually right along shore.

Tide Corrections:

For high tide **add 40 minutes** to time and **subtract 0.6 feet** from height

For low tide **add 1 hour 24 minutes** to time and **subtract 0.2 feet** from height

Current Corrections:

Max flood, Slack, and max ebb: **subtract 1 hour 12 minutes**

Current speed: **multiply by 0.3**

