

Environmental Traveling Companions River Program Policies and Procedures

The below Policies and Procedures are the standard for conduct on all Environmental Traveling Companions (ETC) trips participating in river rafting or related activities.

I. Participants

- a. Liability Release
 - i. All participants participating in an ETC trip must sign a “waiver and release of liability, acknowledgement, and assumption of risk” form (here after referred to as “Liability Form”).
 - ii. All participants under the age of 18 must have a Liability Form signed by a parent or legal guardian.
 - iii. The designated Guide in the First Aid role must review all Liability Forms to ensure completion at the beginning of every trip.
- b. Health Form
 - i. All participants participating in an ETC trip must have a fully completed and signed Health Form.
 - ii. All participants under the age of 18 must have a Health Form signed by a parent or Guardian.
 - iii. The designated Guide in the First Aid role must review all Health Forms to ensure completion at the beginning of every trip.
 - iv. Health Forms for each participant and Guide must be carried with the First Aid Kit in each pod.
- c. Medical Screening
 - i. The designated Guide in the First Aid role must review all Health Forms at the beginning of each trip.
 - ii. Discuss any medical conditions raising concern with the participant or participants staff/care giver/parent/legal guardian prior to launching
 - iii. Pregnancy: Women known to be pregnant must be carefully warned and informed of the inherent dangers involved in participating in river rafting.
- d. Drug and Alcohol Use
 - i. The use of recreational and/or illegal drugs is prohibited during all ETC trips
 - ii. The use of alcohol during all ETC trips is prohibited
 - iii. All volunteer and paid staff are subject to the ETC Drug, Alcohol, and Substance Use or Abuse Policy

II. Assistant Guide Requirements

- a. Certifications/Prior Training
 - i. Current Basic First Aid certification or higher
 - ii. Current CPR Certification
 - iii. ETC River Guide School
 - iv. ETC Inclusion Training
- b. Technical Skills Expected of an Assistant Guide
 - i. Gear Handling

1. Knowledge of location and proper storage of gear
2. Assist with the carrying/transporting a raft
3. Knowledge of how to clean equipment
4. Ability to check equipment to ensure it is safe to use
5. Properly fit PFDs and helmets to participants
- ii. Teaching and Group Management
 1. Greet and welcome groups
 2. Lead group games and activities
 3. Communicate clearly and respectfully with all participants, both on and off the water
- iii. Disability Awareness
 1. General knowledge of and sensitivity to people with disabilities
 2. Perform transfers
 3. Ability to help support (emotionally and physically) a participant with a disability while rafting
- iv. Rafting Skills
 1. Ability to follow and execute paddle commands in a paddle raft
 2. Ability to pull swimmers back into a raft
 3. Knowledge of how to guide a paddle raft or oar boat in case of emergency
 4. Knowledge of river signals & river etiquette
- v. Campground and Kitchen Maintenance
 1. Ability and willingness to help maintain the campground including but not limited to: taking out trash/recycling and cleaning the bathrooms, river house and kitchen
 2. Ability and willingness to help participants prepare and cook meals
 3. Ability and willingness to ensure the kitchen equipment is cleaned and returned to its proper storage area.
 4. Safely build and extinguish campfires

III. Guide Requirements

- a. Guides must be at least 18 years old
- b. Certifications/Prior Training
 - i. Completed Swiftwater Rescue training
 - ii. Current Basic First Aid certification or higher
 - iii. Current CPR Certification
 - iv. ETC River Guide School
 - v. ETC Inclusion Training
 - vi. If a Guide has not participated in ETC River Guide School (iv) or ETC Inclusion Training (v), an outdoor resume must be provided and references checked to ensure mastery of the skills listed in “Skills Expected of a Guide”
- c. Equipment
 - i. Each guide must carry a whistle and have it accessible at all time
 - ii. Each guide must carry a knife and have it accessible at all times
- d. Technical Skills Expected of a Guide
 - i. Gear handling

1. Knowledge of location and proper storage of gear
2. Assist with the carrying/transporting a raft
3. Knowledge of how to clean equipment
4. Ability to check equipment to ensure it is safe to use
5. Properly fit PFDs and helmets to participants
6. Pack safety equipment including sweep kit (First Aid Kit, Sweep Kit, Repair Kit)
7. Properly rig gear into a paddle raft and/or oar raft
- ii. Teaching and Group Management
 1. Greet and welcome groups
 2. Lead group games and activities
 3. Conduct a boat orientation talk and paddling instruction (Boat & Paddle Talk)
 4. Conduct a safety orientation talk (Safety Talk)
 5. Communicate clearly and respectfully with all participants, both on and off the water.
- iii. Disability awareness
 1. General knowledge of and sensitivity to people with disabilities
 2. Perform transfers
 3. Ability to make adaptations to a raft for a person with a disability
- iv. Raft Guiding skills
 1. Ability to read water and identify obstacles
 2. Ability to navigate a paddle and/or oar raft downstream while avoiding obstacles.
 3. Ability to get raft off of an obstacle if stuck.
 4. Ability to give clear, understandable paddle commands to participants
 5. Ability to catch eddies, hold a ferry angle, and slow a raft in current
 6. Ability to rescue swimmers, use a throwbag, and chase down a swimmer or boat
 7. Ability to self-rescue
 8. Ability to right a flipped raft, and to release a wrapped raft
 9. Knowledge of River Signals and proper river etiquette
 10. Ability to properly rig a paddle raft and/or oar raft
 11. Knowledge of the location of the quiet zone, lunch stops/rest stops and emergency egress routes
 12. Possess a professional/responsible attitude, arrives on time and works until the work is done
- v. Guide Check Out Process
 1. Complete the appropriate River Guide Skills Verification Checklist (Paddle Raft, Oar Raft for Rowing Safety and Equipment, and Oar Raft for Rowing People with Disabilities).

IV. Inflatable Kayak Guide Requirements

- a. Includes all requirements listed in *Section III. Guide Requirements*, in addition to the following:

- b. Certification/Prior Training
 - i. Must attend ETC Inflatable Kayak Guide Clinic, or an outdoor resume must be provided and references checked to ensure mastery of the skills listed in “Technical Skills Expected of an Inflatable Kayak Guide”
- c. Technical Skills Expected of an Inflatable Kayak Guide
 - i. Inflatable Kayak Guiding Skills
 1. Ability to read water and identify obstacles
 2. Ability to navigate an inflatable kayak downstream while avoiding obstacles.
 3. Ability to get inflatable kayak off of an obstacle if stuck.
 4. Ability to give clear, understandable paddle commands to participants
 5. Ability to catch eddies, hold a ferry angle, and slow an inflatable kayak in current
 6. Ability to rescue swimmers, use a throwbag, and chase down a swimmer or an inflatable kayak
 7. Ability to self-rescue
 8. Ability to right a flipped inflatable kayak, and to release a wrapped inflatable kayak
 9. Knowledge of River Signals and proper river etiquette
 10. Ability to properly rig an inflatable kayak with a throwbag, first aid kit, and pump.
 11. Knowledge of the location of the quiet zone, lunch stops/rest stops and emergency egress routes
 12. Possess a professional/responsible attitude, arrives on time and works until the work is done

V. Trip Leader/Head Guide

- a. Trip Leaders must be at least 21 years old, unless approved by Insurer’s Risk Management office.
- b. Trip Leaders must be fluent in the local language
- c. Additional technical skills expected of a Trip Leader/Head Guide
 - i. Trip Facilitation
 1. Extensive knowledge of and experience with all aspects of trip logistics
 2. Knowledge of special needs of the participant population
 3. Collaborate with group/agency leaders to facilitate a successful trip
 4. Maintain trip timeline
 - ii. Risk Management
 1. Mitigate and manage hazards appropriately
 2. Maintains adequate energy and focus levels throughout the trip
 3. Manage environmental hazards including weather
 4. Respond appropriately to incidents
 - iii. Team/Guide leadership
 1. Delegate roles appropriately
 2. Provide basic instruction to Guides

3. Ability and openness to solicit input from all Guides in making decisions; but with the willingness to take responsibility for the final decision
4. Ability to give constructive feedback when appropriate and praise accomplishments
5. Comfort leading a team of Guides to execute a class III raft trip
- iv. On-water skills
 1. Intimate knowledge of river hydrology, rapids and emergency access points
 2. In-depth knowledge of water levels and weather conditions and their implications for executing a successful raft trip
 3. Extensive whitewater raft guiding experience and comfort guiding a raft while overseeing the overall trip
 4. Understand and manage proper raft pod formation
- d. Trip leader check out process
 - i. Minimum of 20 on-water days guiding river trips
 - ii. Complete ETC River Trip Leader Training
 1. Guides with sufficient other training may be approved by the River Program Manager to not participate in ETC River Trip Leader Training. In this case, a written description of previous training, reference check, and copies of any certifications must be obtained
 - iii. Complete Policies and Procedures Exam with a minimum of 80% correct
 - iv. Complete Trip Leader Check Out Skills Verification
 - v. Trip Lead with a current ETC Trip Leader in a support role and earn positive recommendation

VI. Guide/Trip Leader to Participant Ratio (Minimum)

- a. River Trips: 1:7 for class III rivers

VII. Participant Instruction that every participant must receive

- a. Safety Talk that outlines potential on-land and river hazards (see Section XV)
- b. Boat & Paddle Talk that describes the parts of a raft and how to properly sit in the boat and how to properly paddle

VIII. Equipment

- a. Personal outfitting
 - i. Personal Floatation Device (PFD)
 1. Each participant and Guide must wear a US Coast Guard approved PFD
 2. Each participant's PFD must be checked by a Guide for proper fit
 - ii. Helmet
 1. Each participant and Guide must wear a helmet when rafting rivers with rapids Class II or above
- b. Raft/Inflatable Kayak Inspections
 1. Each raft must be inspected prior to use for the following criteria
 - a. Proper Inflation
 - b. Holes or slow leaks
 - c. Functioning valves
 - d. Floors that are properly secured to the raft/inflatable kayak

- e. Secure bow and stern lines
- f. All ETC paddle rafts will have an adjustable perimeter line of tubular webbing or static rope threaded through the outer D-rings of the raft. Guides must ensure a tight fit of the perimeter line to the raft at all times. A trucker's hitch or the cam strap near the stern will secure and ensure a tight fit of perimeter lines.
- 2. Any raft/inflatable kayak that does not meet any of the above criteria should not be used for a trip.
- c. Communication Equipment
 - i. Cell Phone
 - 1. One cell phone must be carried in every raft pod
 - 2. With each cell phone there must be an updated ETC Call Down List
- d. Safety Equipment
 - i. Repair Kit: Each pod must carry one Repair Kit (inventoried and complete)
 - ii. Throw bag: Each raft must carry one throw bag
 - iii. Pumps: Each pod must carry one pump
 - iv. Spare Paddle: Each pod must carry, at minimum, one spare paddle
 - v. Spare helmet & PFD: Each pod must carry, at minimum, one spare PFD and one spare helmet
 - vi. First Aid Kit: Each pod must carry a First Aid Kit (inventoried and complete)
 - vii. Sweep Kit: Each pod must carry a Sweep Kit (inventoried and complete)
 - viii. Warm Clothes: Each pod must carry additional non-cotton clothing

IX. On Water Travel

- a. Pod Dynamics/Travel Formation
 - i. A pod is defined as an independent group of rafts on the river not to exceed 7 rafts in one pod
 - ii. Lead Boat: responsibilities include:
 - 1. Setting a pace that ensures the pod stays tight and other groups are not backing up behind the pod
 - 2. Entering rapids only when the pod is situated and ready
 - 3. Communicating with other groups and passing when appropriate
 - 4. Pulling over to allow other groups to pass when appropriate
 - iii. Sweep Boat: responsibilities include:
 - 1. Carry Sweep Kit
 - 2. Matching the pace of the lead boat and ensuring all rafts in the pod are staying together
 - 3. Assisting with the repair of any broken or malfunctioning equipment
 - 4. Eddying out in the event of a perch, wrap, flip, or other incident and providing assistance as needed
 - 5. Depending on the trip plan, proceeding in front of the group at major rapids to set safety in an eddy below the rapid

- b. Inflatable Kayak Participant Use Guidelines
 - i. All participants must receive thorough Inflatable Kayaking Safety and Paddling Instruction that includes the following:
 - 1. Safety Instruction outlines potential on-land and river hazards, including strainers, foot entrapment, and other boats
 - 2. Paddle Instruction describes the following:
 - a. Parts of a inflatable kayak, how to properly sit in the boat
 - b. Instruction and demonstration of different paddle strokes, including forward stroke, back stroke, sweep stroke, draw stroke, and brace
 - c. Instruction and demonstration of self-rescue technique
 - d. Instruction and demonstration of how to set angles, catch eddies, enter current, and control momentum.
 - ii. Class II Inflatable Kayak Guidelines
 - 1. A pod can consist of at most 10 inflatable kayaks
 - 2. Each pod must have at least 2 Kayak Guides
 - 3. If there are more than 6 participant inflatable kayaks on the water, there must be a third Guide in the pod
 - 4. Each pod must have at least one Kayak Guide as Lead Boat, and one Kayak Guide as Sweep Boat.
 - 5. Participants in inflatable kayaks without a Guide in the craft must be able to demonstrate successful self-rescue, boat control, and ability to catch eddies.
 - 6. Participants must be of at least 14 years of age.
 - iii. Class III Inflatable Kayak Guidelines
 - 1. All inflatable kayaks must be supported by a raft pod
 - 2. All inflatable kayaks must have at least 1 Guide in the craft
 - 3. Participants must be of at least 12 years of age.
- c. South Fork of the American River Etiquette
 - i. Respect Quite Zones At All Times
 - 1. Water fighting is prohibited in the Quite Zone
 - 2. Keep voices at conversational level when in the Quite Zone
 - ii. Travel
 - 1. Maximum of 7 boats permitted in one pod
 - 2. Upstream boats generally have right of way. Intentionally surfing or playing kayaks and rafts should yield to oncoming traffic
 - 3. Ask for permission before you pass a slower group
 - 4. Eddy out to allow pods traveling faster downriver to pass
 - iii. Spacing
 - 1. Maintain at least 30 seconds between your group and the group ahead of you (considered 150-200 feet at the top of a rapid)
 - 2. Stay within a reasonable distance between your groups boats (no more than 5 boat lengths)
 - 3. Two ETC pods must travel out of sight of one another
 - iv. Communication

1. Know and use basic hand signals (stop, OK, let's go, eddy out, swimmer, first aid, point positive)
2. Set upstream safety whenever lines are in the water
3. Except in emergencies, avoid yelling

X. Weather

- a. Forecasts and monitoring
 - i. Trip Leaders must check weather and water level forecasts for the trip area within 24 hours of the start of the trip
 - ii. Trip Leaders must make visual assessment of weather conditions before launching a group on the water
 - iii. While on the water, Trip Leaders must visually monitor weather conditions

XI. Swimming

- a. Guides must use best judgment to assess the safety of conditions and location for swimming
- b. All participants must wear a PFD anytime they are in water deeper than their knees
- c. Participants must be supervised while swimming at a ratio of 1 ETC Guide: 7 participants
- d. Diving into any natural body of water from and watercraft, cliff, rock, ledge, or from any other object above or below the waterline is not permitted

XII. Off Water Procedures

- a. Hiking/On-Land Travel
 - i. Minimum ratio: 1 Guide: 8 participants
 - ii. Participants must receive approval from a Guide before commencing any side hikes, explorations, or solo-travel
 - iii. Mandatory equipment for hiking activities
 1. Water must be present in a sufficient quantity to prevent health problems due to dehydration and heat stress
 2. First aid kit
 3. Map if not traveling on a river side canyon
 - iv. All participants must be instructed on the following safety topics before commencing any hike:
 1. Must stay together as a group unless permitted by a Guide
 2. Stay on marked trails or roads unless permitted by a Guide
 3. If a participant becomes separated from the group, stay in our place, making noise if possible, until found
- b. Participants in camp
 - i. Participants that remain in camp while the trip is on the river must be accompanied by an ETC staff member or volunteer that is trained in camp procedures and first aid.
 - ii. Participants under the age of 18 must be accompanied by a staff member or chaperone from their agency while in camp.
- c. Guide one-on-one
 - i. Unless in an emergency situation, Guides must never be alone with a participant under the age of 18

- d. Kitchen procedures
 - i. Participants under the age of 18 are not permitted to light stoves without adult supervision

XIII. Vehicle Operations

- a. Forms: To operate an ETC Vehicle or operating a personal vehicle for company business, a driver must complete the following forms and the forms submitted to the proper agency for approval:
 - i. DMV Authorization for Release of Driver Record Information (INF1101)
 - ii. Motor Vehicle Report Release Form
 - iii. ETC Driver Agreement
- b. Approval: Drivers must be approved by ETC staff and the organization's automobile insurance provider before they are eligible to operate a vehicle for company business
- c. Training: Before operating an ETC Vehicle or operating a personal vehicle for company business, the driver must participate in the following training:
 - i. Watch Driver Safety Video
 - ii. Vehicle Orientation with ETC Staff Member
 - iii. Driving Period with ETC Staff Member

XIV. Incident Management

- a. Class A incidents: incidents requiring the support of an outside agency
 - i. Criteria
 - 1. On-water incidents that cannot be managed using the resources available within the group
 - 2. Person lost or separated from the group for over 2 hours
 - 3. Any of the criteria for immediate evacuation that cannot safely and rapidly be evacuated using the resources available within the group
 - ii. Action steps
 - 1. Provide initial interventions to care for injuries and or manage the incident to the best of the ability of the group
 - 2. Designate Guide to be responsible for the remainder of the group not involved in the incident (if applicable)
 - 3. Contact appropriate outside agency (based on Emergency Call Down List for the given trip area)
 - 4. Initiate the ETC Call Down List
- b. Class B incidents: incidents that can be managed without the support of an outside agency
 - i. Action steps
 - 1. Provide initial interventions to care for injuries and or manage the incident to the best of the ability of the group
 - 2. Initiate evacuation if any of the criteria for immediate evacuation are met
 - 3. Contact appropriate ETC Staff Member
 - a. If evacuation is not required, contact the appropriate Program Manager at the conclusion of the trip
 - b. If evacuation is required, initiate the ETC Call Down List
- c. Criteria for immediate evacuation

- i. Has experienced a traumatic head injury
 - ii. Has experienced any loss of consciousness
 - iii. Has been treated for apparent heat stroke or who has severe hypothermia
 - iv. Has a fever above 102.5°F
 - v. Has a persistent rapid heart rate (over 120 beats per minute)
 - vi. Has not quickly improved following treatment of symptoms of shock
 - vii. Has diarrhea persisting for more than 48 hours
 - viii. Has been involved in a lightning strike
 - ix. Has experienced a seizure or stroke
 - x. Has suspected myocardial infarction and/or congestive heart failure
 - xi. Has abdominal pain persisting for more than 24 hours
 - xii. Has wounds with severe infection or deep wounds with a high probability of infection
 - xiii. Has a serious chest injury or has been treated for difficulty breathing or anaphylaxis
 - xiv. Has suspected fractures or has sustained a musculoskeletal injury that is not usable in the field
 - xv. Has experienced a dislocation, with the exception of dislocations of the fingers or for chronic dislocations if the patient still has use of the joint after relocation
 - xvi. Has a possible spine injury
 - xvii. Has burns covering greater than 1% of their body area, or any burns that could cause scarring of the face, hands, feet, or genitals
- d. Transporting individuals to the hospital
- i. The ETC Guide responsible for administering first aid must accompany the injured individual to the hospital
 - 1. If the ETC Guide responsible for administering aid is also the Trip Leader, he or she may appoint another Guide to either remain with the trip and step into the Trip Leader role, or appoint another Guide to accompany the individual to the hospital.
 - 2. If sending an ETC Guide to the hospital with an injured individual will compromise the safety of the remaining group or trip, the Trip Leader may make the decision that an ETC representative will not accompany the individual to the hospital. In this case, an ETC representative must be sent to the hospital as soon as possible (this person could be someone who was not on the trip).
 - 3. If emergency transportation does not allow for an ETC Guide to be transported with the participant (i.e. helicopter), an ETC representative must be sent to the hospital as soon as possible (this person could be someone who was not on the trip).
 - ii. If the injured person is a participant, the participant group leader or a family member of the participant must accompany the individual to the hospital
 - 1. If emergency transportation does not allow for participant staff or family member to be transported with the participant (i.e.

- helicopter), someone familiar with the participant must be sent to the hospital as soon as possible
- iii. The individuals Health Form must be transported with them to the hospital
- e. Lost group members
- i. Conduct an initial search for the missing person in search groups of 2 or more people for the Point Last Seen (PLS)
 - ii. Always ensure that at least 2 people remain at the PLS
 - iii. If the missing person is not found within 2 hours from the Time Last Scene, this elevates to a Class A Incident and the appropriate actions steps followed
 - iv. A lost group member scenario can be upgraded to a Class A incident sooner than 2 hours based on the discretion of the Trip Leader
- f. Documentation
- i. For all incidents, complete a Field Incident Report Form and gather witness statements as soon as possible and submit materials to the appropriate Program Manager
- g. Communication with Media
- i. Only the ETC Executive Director is permitted to speak with the media regarding an incident
- h. Equipment
- i. Any and all equipment involved in the incident that could have conceivably contributed to the incident must not be used until approved by the appropriate ETC Program Manager
 - ii. If the use of the equipment is necessary for the safe completion of the trip, the equipment must be removed from use upon the conclusion of the trip until approved for use again by the appropriate Program Manager
- i. Communication during and after incident
- i. Do not guarantee a fast evacuation
 - ii. Do not make admissions of guilt or wrong doing
 - iii. Do not make value judgments or statements concerning what happened
 - iv. Do not argue or debate
 - v. Do not mention or offer insurance
 - vi. Do not lie or exaggerate
 - vii. Do not guess, speculate, or voice an assumption about the incident
 - viii. Do not give a signed statement about the incident without the approval from the Program Manager

XV. Safety Talk Outline

Safety Talk Outline

General Introduction

- Names
- Description of the trip: What section of river and what to expect,
- Explain the type of boats that will be on the river that day (oar and paddle boats)

On Land Considerations

- Sun/Heat: Hat, Sunscreen, Sunglasses, Dehydration
- Cold: Hypothermia
- Footwear: must be worn at all times
- Poison Oak, Rattlesnakes
- No feeding animals
- Do not drink the water
- No littering (leave every place cleaner than you found it!)
- Bathroom (tell next location of bathroom/out houses)
- Inform guides of any special medical condition
- Use caution around slippery rocks
- Rinse feet before getting into boat

On Water Considerations

- PFDs
 - How to tighten and check for proper fit
 - PFDs must be worn any time a person is in water deeper than the knees
 - Must be checked by a Guide
- Helmets
 - Must always be worn when in the raft
 - Demonstrate proper adjustment and fit
- Keep both legs in boat
- Keep weight on feet to stay in boat
- Scheduled Swim:
 - Always ask Guide
 - Always jump in feet first
- Unscheduled Swim:
 - Swimmers Position
 - Oriented downstream
 - Feet up and knees bent to push off rocks
 - Foot Entrapment: Never stand up in moving water
 - Hold on to your paddle (if possible)
 - Get out from under raft: pick one direction and swim out
 - Stay away from downstream side of raft
 - Breathe in troughs; crests will break over your head
 - Strainers: Describe and instruct to avoid
- Getting swimmer back into boat:
 - Point positive
 - Paddle pass
 - Throw bag
 - Grab rope, not bag
 - Do not wrap rope around any part of body
 - Hold over shoulder
 - Pulling in a swimmer
- No water fighting just above rapid.

Emergency Situations

- Wraps: Describe. High side command (demonstrate/describe effect).
- Flips: Get out from underneath boat and look to nearest Guide



Environmental Traveling Companions River Program Boat Use Policy: Class III and Below

1. **Only active and checked out ETC River Guides** who have done at least 4 trips in the past year may use the ETC Rafts and related equipment for a private trip on the South Fork of the American River. Guides may only use the style of raft for which they are checked out (i.e. paddle boat, oar frame or either). Assistant Guides may not check out equipment for private use.
2. Use of ETC rafts and related equipment must be requested and confirmed through direct contact with the River Program Manager at the ETC Office. Guides must provide the following information:
 - Intended launch date and landing time
 - Section of the South Fork to be rafted
 - Shuttle plan for the ETC equipment
 - Number of people that will be on the waterAll requests must be made during business hours. It is unacceptable to request a boat during non-business hours.
3. Guides must notify the on-call River Camp Staff when they put in and take out. **If a Guide fails to notify the on-call River Camp Staff by the prearranged take out time, search and rescue will be initiated and the appropriate agencies contacted.**
4. Trip Paperwork: The following paperwork must be completed for any private trip:
 - **Guides:** All Guides must have a Health Form and Liability Release on file at the ETC River Office.
 - **Guests:** All Guests must fill out an ETC Health Form and Liability Release and must be submitted to the ETC River Office following any trip.
 - **Trip Evaluation/Report:** A Trip Details Form must be completed and submitted with the Health and Liability Forms.
5. Rafts are to be launched only from the Nugget Campground at Chili Bar, Marshall Gold State Park, or the ETC River Camp. All rafts must have at least three private tags fixed to the outside of the boat (one on each side near the logo and one on the front).
6. Each private raft trip must bring the following equipment with them:
 - Spare paddle or oar
 - Spare PFD
 - Spare helmet
 - First Aid Kit
 - Emergency Call Down List and Emergency Egress Route Map
 - Sweep Kit
 - Repair Kit
 - Water for participants

7. **Guides must deliver a thorough Safety Talk and Boat & Paddle talk to all Guests prior to put in.** Guests must also be properly fitted for PFDs and helmets prior to put in.
8. It will be up to the discretion of the River Program Manager and River Operations Manager to allow a single-boat trip on the Class III sections of the South Fork American. Water level and guide experience level will be taken into consideration before permission for a single-boat trip will be granted.
9. Guides are responsible for following the River Etiquette Guidelines set forth in the outfitter agreement and permit to operate on the South Fork American River. Any guide found violating these rules of etiquette will lose the privilege of private boat use.
10. **Guides will ensure that no Guest will jump or dive into the water. Ever.**
11. All Guides must be fully aware of the water levels and weather conditions predicted for the day of the trip. Guides must have previous experience with those conditions.
12. All equipment must be thoroughly cleaned and stored in its proper location. Any equipment repairs must be listed on the Trip Evaluation/Report.
13. Guides must always exercise their best judgment and employ conservative decision making to ensure the safety of themselves and their Guests while using ETC rafts and related equipment.
14. The consumption of alcohol or recreational drugs is prohibited while using ETC equipment.
15. Only active Trip Leader Level Guides may request the use of ETC rafts and related equipment for a private trip on a river other than the South Fork American. All requests for this type of trip must be made in writing to the River Program Manager and include all aspects of the trip. Factors considered to grant these requests include: the experience level of the guides, the current water level of the proposed river, the difficulty of the river, and the impact on river camp of gear being off-site for an extended period of time. A security deposit will be held to ensure the equipment will be returned in good condition.

The above policies have been implemented to ensure the safety of Guides and Guests and protect ETC as an organization. Failure to adhere to the River Program Boat Use Policy may result in the loss of a Guide's privilege of using ETC river gear for private use. **All raft and equipment use is at the discretion of the ETC River Program Manager.**

By signing this agreement I acknowledge that I have read it carefully, agree with its terms, and I sign it of my own free will.

Acknowledging all of the above policies and fees, and in consideration of being permitted to use ETC rafts and related equipment, I _____
 (print your name) knowingly and voluntarily agree to adhere to ETC's River Boat Use Policy.

Your Signature _____ Date _____

Name (please print) _____



Environmental Traveling Companions River Program Boat Use Policy: Class IV

16. **Only active and checked out ETC River Guides** who have done at least 10 ETC trips in the past year, and have at least 2 years of Class IV guiding experience may use the ETC Rafts and related equipment for a private trip on a Class IV river. Guides may only use the style of raft for which they are checked out (i.e. paddle boat, oar frame or either). Assistant Guides may not check out equipment for private use.
17. Use of ETC rafts and related equipment must be requested and confirmed through direct contact with the River Program Manager at the ETC Office. Guides must provide the following information:
 - Intended launch date and landing time
 - Section of the river to be rafted and expected flow
 - Shuttle plan for the ETC equipment
 - Number of people that will be on the waterAll requests must be made during business hours. It is unacceptable to request a boat during non-business hours.
18. Guides must notify the on-call River Camp Staff when they put in and take out. **If a Guide fails to notify the on-call River Camp Staff by the prearranged take out time, search and rescue will be initiated and the appropriate agencies contacted.**
19. Trip Paperwork: The following paperwork must be completed for any private trip:
 - **Class IV Liability Release:** must be requested from WOGA (\$50 fee, paid by Trip Leader)
 - **Guides:** All Guides must have a Health Form and Liability Release on file at the ETC River Office.
 - **Guests:** All Guests must fill out an ETC Health Form and Liability Release and must be submitted to the ETC River Office following any trip.
 - **Trip Evaluation/Report:** A Trip Details Form must be completed and submitted with the Health and Liability Forms.
20. All rafts must have at least three private tags fixed to the outside of the boat (one on each side near the logo and one on the front).
21. Each private raft trip must bring the following equipment with them:
 - Spare paddle or oar
 - Spare PFD
 - Spare helmet
 - First Aid Kit
 - Emergency Call Down List and Emergency Egress Route Map
 - Sweep Kit
 - Repair Kit
 - Water for participants

22. **Guides must deliver a thorough Safety Talk and Boat & Paddle talk to all Guests prior to put in.** Guests must also be properly fitted for PFDs and helmets prior to put in.
23. No single boat trips are allowed on any river greater than Class III. Water level and guide experience level will be taken into consideration before permission for a single-boat trip will be granted.
24. Guides are responsible for following the River Etiquette Guidelines set forth in the outfitter agreement and permit to operate on the South Fork American River. Any guide found violating these rules of etiquette will lose the privilege of private boat use.
25. **Guides will ensure that no Guest will jump or dive into the water. Ever.**
26. All Guides must be fully aware of the water levels and weather conditions predicted for the day of the trip. Guides must have previous experience with those conditions.
27. All equipment must be thoroughly cleaned and stored in its proper location. Any equipment repairs must be listed on the Trip Evaluation/Report.
28. Guides must always exercise their best judgment and employ conservative decision making to ensure the safety of themselves and their Guests while using ETC rafts and related equipment.
29. The consumption of alcohol or recreational drugs is prohibited while using ETC equipment.
30. Only active Trip Leader Level Guides may request the use of ETC rafts and related equipment for a private trip on a river other than the South Fork American. All requests for this type of trip must be made in writing to the River Program Manager and include all aspects of the trip. Factors considered to grant these requests include: the experience level of the guides, the current water level of the proposed river, the difficulty of the river, and the impact on river camp of gear being off-site for an extended period of time. A security deposit will be held to ensure the equipment will be returned in good condition.

The above policies have been implemented to ensure the safety of Guides and Guests and protect ETC as an organization. Failure to adhere to the River Program Boat Use Policy may result in the loss of a Guide's privilege of using ETC river gear for private use. **All raft and equipment use is at the discretion of the ETC River Program Manager.**

By signing this agreement I acknowledge that I have read it carefully, agree with its terms, and I sign it of my own free will.

Acknowledging all of the above policies and fees, and in consideration of being permitted to use ETC rafts and related equipment, I _____
 (print your name) knowingly and voluntarily agree to adhere to ETC's River Boat Use Policy.

Your Signature _____ Date _____

Name (please print) _____



Environmental Traveling Companions

Drug, Alcohol, and Substance Use or Abuse Policy

Environmental Traveling Companions is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

Covered Workers & Volunteers

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by this Drug, Alcohol, and Substance Use or Abuse Policy. Our policy applies to, but is not limited to, the Board of Directors, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and interns.

Applicability

Illegal drugs, and the abuse of prescription drugs, over-the-counter medications, or other substances are not allowed when conducting business of the organization. This includes during all working hours, whenever conducting business or representing the organization, while on call, while on paid standby, while on organization property, and at ETC-sponsored events.

Alcohol use is not permitted when conducting program activities in the field as part of an ETC trip or eight hours prior to conducting program activities in the field as part of an ETC trip. The Executive Director or Program Managers may permit alcohol use in certain circumstances during in-camp activities on trips, after trips have been completed, fundraising events, and other extenuating circumstances. Alcohol consumption must be in accordance with the law and on-duty staff members are considered responsible for the wellbeing of self and others.

Vehicle Operation

No alcohol or non-medical drugs may be consumed when operating an ETC vehicle or a personal vehicle while conducting ETC business. Drivers must wait eight hours after drinking any amount of alcohol before driving an ETC Vehicle or a personal vehicle for ETC business. Excessive drinking eight hours before operating a vehicle may inhibit driving and is not recommended. Drivers must also be aware of side effects from prescription or non-prescription medications that may inhibit one's ability to operate a motor vehicle. Alcohol transported within an ETC vehicle must be in a closed container.

Drug Testing

Each employee, as a condition of employment, may be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing upon request of the Executive Director or Program Manager.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Methaqualone, and Propoxyphene.

Testing positive is grounds for immediate termination of employment. If an employee is permitted to return to work, the employee is required to pass a Return-to-Duty test and sign a Return-To-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test

Dismissal

Violation of this Drug Free Workplace Policy is ground for immediate termination of employment.