

Facilitator Manual



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What Does a Trip Facilitator Do?

A trip facilitator is a PIKA member who organizes and leads a PIKA trip or paddle. A schedule of PIKA trips is published annually in the PIKA trip calendar.

A trip facilitator follows the main steps outlined below. Most of these steps are detailed later in this document.

1. Come up with 1 or more trips that you'd like to facilitate and the date you want them to happen. They can be 1-day, overnight or extended trips.
2. Attend the trip planning meeting to get your trip on the calendar. This meeting is held in early January.
3. Provide the details and a short description of your trip to the trip coordinator within 1 week after the trip planning meeting. This information will appear in the trip calendar.
4. Attend trip facilitator training, usually in February. You must attend every second year to maintain your facilitator status.
5. Plan your trip by following the guidelines described in this document.
6. Complete a float plan and send it to the trip coordinator prior to the trip. Send a copy to your plan holder and take a copy with you on the trip.
7. Enjoy the trip!
8. Submit a trip report to the trip coordinator within 1 week after the trip.
9. If necessary, submit an incident report to the trip coordinator
10. Send photos of the trip to the PIKA website administrator.

Trip Basics

Trip Facilitator- that's you!

PIKA trips are categorized as 1-day, overnight or extended trips. Extended trips are trips that include 2 or more nights away.

The following points apply to all types of trips.

- Trip must have a minimum of 3 paddlers (facilitator plus 2 more) for safety, including ability to respond to emergency situations.
- Maximum 8 paddlers per facilitator. Maximum may be less than 8 at the discretion of the facilitator. More than 8 paddlers? then appoint a second facilitator from group.
- Paddlers are responsible for their own equipment, including minimum Canadian Coast Guard-required safety gear.
- Every participant must meet the re-entry skills requirement for the trip classification. For details, see Trip Classification Chart.
- Group equipment requirements*
 - ✓ Ditch kit/hypothermia kit
 - ✓ Tow line
 - ✓ First aid kit/first aid knowledgeable paddler
 - ✓ Flares if further than 1 nm from shore or boat > 6m long
 - ✓ Area chart
 - ✓ VHF radio or other communication method
 - ✓ Compass
 - ✓ Kayak repair kit
- * Group equipment need not be facilitator-supplied, but are needed within the group
- File the float plan with the trip coordinator. The float plan must be sent to the trip coordinator 2 days before a 1-day trip and at least 1 week before an extended trip.

Planning a Day Trip

Following is a list of items that the facilitator takes into account when planning a day trip. These items also apply to multi-day trips.

- Launch location
- Start time: “on the water” time
- Route: use charts and string or Google Maps tool to estimate length of trip
- Expected duration; paddling speed depends on the size and composition of the group. 2 or 3 paddlers might paddle at 4 knots per hour. A group of 8 or 10 is likely to paddle only 2 knots per hour.
- Sights to see?
- Rate your trip: Do you have expectations of an easy paddle or is it a marathon?
- Stopping or landing locations
- Bail out points identified, if things go bad
- Tides: will tides impact travel or landings?
- Currents: are there any passages or shallows that will impact the trip?
- Other events at the same place? Boat traffic? ferries?
- Any suspected hazards?
- Weather: wind, waves, temperature: forecasts change so start reviewing several days before departure. Local toll free 604 666 3655, area selectable 604 664 9010.
- Safety gear needed: chart, radio, first aid kit, flares, towing gear, hypothermia kit, ditch kit, compass.
- Fill out the float plan
- Select your plan holder on land for the trip.
- Send float plan to PIKA trip coordinator 2 days before for them to review
- Encourage carpooling to reduce trip’s carbon footprint.

Planning a Day Trip (continued)

- Send out an email to attendees containing the following info:
 - Trip rating, eg. 1B
 - Experience and skill level required as it relates to the trip. Have participants review trip classification chart if they are not sure of the skills needed. If you are unsure of a paddler's skills or suitability for the trip, trip coordinator or other executive member can help advise.
 - Time and place to launch...time is *on the water* time, not the arrival time...you must specify
 - Approximate length, duration and pace of the trip (already inferred by the trip rating)
 - Expected conditions, tides, weather, traffic
 - Clothing, drysuit, wetsuit, etc.,
 - Pack snacks/lunch, water (always)
- Get details needed for float plan: make and colour of kayak, paddling experience, emergency contact name and number, their cell number, transportation to launch site – vehicle make, license and colour, MMSI # if bringing VHF radio
- Gather any relevant medical information, (eg. diabetic)
- Give attendees your cell phone number so that if they need to cancel, they can contact you.
- Share information on who is on the paddle. This way participants can determine who of the others they might be able to carpool with.

Attendees cannot sign up at the last minute and make you revise all your work!

Attendees cannot just arrive at the launch site and join the paddle because they will not be on the float plan.

Planning a Day Trip (continued)

Day before trip

- Check that you have a first aid kit, charts, cell phone, VHF radio, tow lead, emergency kit and compass packed with your gear.
- Check the weather again. Local toll free 604-666-3655, area selectable 604-664-9010.
- Finish and file the float plan with your plan holder, and copy to PIKA trip coordinator if there are any changes.
- Print a copy of the float plan and take it with you on the trip.
- **NEED TO CANCEL?** Weather, health etc. Cancel instead of taking the risk!

At the launch - use the launch site checklist!

- Check the weather again!
- Review the float plan
- Review the weather, tides, traffic and hazards with the participants
- Review the route and stopping points.
- Who has first aid certification, first aid kit and where is it stored?
- Stress the importance of staying together, (within earshot), watching out for hazards and fellow paddlers. A buddy system is a great method to watch out for each other.
- Appoint someone to be at the front of the group, someone in the middle and someone at the back as a straggler gatherer.
- Identify who has VHF radios, navigation aids
- Help make sure all hatches are closed, drysuits zipped, PFDs zipped up and buckled, spray skirt toggle is up.
- If a paddler is not properly equipped, they would put themselves and the group at risk!
- Go paddling!

Planning a Day Trip (continued)

During the trip

- Periodic head counts
- Watch for tired paddlers
- Watch for marine traffic
- Watch the weather
- Take water and snack breaks
- Rotate point person to help keep group together.
- Allow the slowest paddler to lead and set the pace for a while
- **If an incident or injury happens, get help on the way ASAP. See the info on the top of the float plan. Services can always be called off.**

After the trip

- **Call the plan holder and close the float plan!**
- Debrief the trip with the attendees
- Complete the trip report. Include any issues, notes or details that would be useful for the next trip. Please include a brief summary of the trip.
- Send the trip report to the PIKA trip coordinator.

If you have any questions, contact the PIKA trip coordinator!

Planning an Overnight Trip

The basic planning for a day trip applies as well as the following additional considerations:

- Questions and discussions at pre-trip meetings:
- Trip description
- Communication equipment – radios, spot, Delorme, or EPIRB?
- First aid training and comprehensive first aid kit
- Emergency contacts and locations for the area
- Water taxi contact info, for less than urgent bailout.
- Delegation of duties. weather, first aid, navigation?
- Water availability and how much to bring: 3 litres per person per day.
- Tarps and tents
- Clothing – for warm and cold weather, and extra
- Camp locations – public, private, First Nations land? Physical space adequate?
- Camp site suitable for prevailing wind?
- Campsite booking, availability, cost?
- Charts, tides, currents
- GPS waypoints, coordinates for campsite?
- Trip hazards – currents, tides, winds and boat traffic
- Alternate trip route if weather is bad
- Critter concerns – keeping campsite clean, bear cache
- Food – individual or split into groups. Spare food for backup if some is lost, forgotten, trip extended unexpectedly.

Planning an Overnight Trip, continued

- No trace camping! Garbage in, garbage out
- Human waste issues – varies with location
- Kayak repair kits
- Carpools, ferry schedule and possibly reservations
- Notify your plan holder if changes are made during trip. eg., destination modified, delay getting home etc.
- Group etiquette – staying together, not paddling or hiking on your own, informing someone if two or more want to explore/walk/paddle away from main group
- Send each participant a kit list? Send the welcome email; cc the trip coordinator.
- Hold a daily recap meeting with participants.
- Send your float plan to the trip coordinator for review at least 1 week before the trip

Planning an Extended Trip

The basic planning for a day trip and overnight trip applies as well as the following additional considerations:

- **Prepare a detailed float plan and route plan with camp locations**
- Hold planning meeting well in advance to work out details, responsibilities, compatibility. It is recommended that you use Zoom whenever possible. PIKA's Zoom account is available for facilitators to use for longer meetings. Contact web@pikakayak.com for meeting scheduling and password.
- Daily route and camp plan
- Daily travel limits, expected pace
- Rest days
- Paddlers' condition, physical preparations (training)
- Group decision making process (go/no go); decision making on the fly
- Camping skills, wilderness skills, gear
- Considerations for wilderness conditions. isolation, time to obtain assistance.
- Bailout, rescue points
- Alternate plans due to weather.
- Constant awareness of conditions of weather and water. Be ready to alter trip plan as necessary.
- Bring a group first aid kit; each participant should also bring their own first aid kit and personal medications
- Facilitator and/or at least one participant should have first aid training/CPR
- Each boat should be self-sufficient in case of separation and have survival equipment.
- Thoroughly inspect all boats and equipment well before trip
- Spare and repair equipment.
- Water availability and how much to bring: 3 litres per person per day.
- Water filter for backup
- Fuel planning: 200 ml per day for white gas, 2-230g can of isobutane per week plus 1 more for backup.
- Each participant must bring a spare paddle

Launch Site Checklist

- Check the weather...again. Forecast and current conditions/ Go vs. No Go/ Winds: forecast greater than 15kn?
- Modify trip for conditions?
- Determine who has first aid, first aid kits, hypothermia gear
- Who has VHF radios, flares, SPOT, (decide which VHF channel you will communicate on)
- Review signals: whistle, paddle, communication
- Review the paddling plan, including time frames for paddling, breaks, lunch and other goals
- Traffic and other hazards, (currents, tidal rapids, whirlpools, sandbars, log booms etc.), with the other participants
- Stress the importance of staying together, (within earshot), and watching out for hazards and fellow paddlers. A buddy system is a great method to watch out for each other.
- Point out that each paddler is an active participant in the safety of the group.
- Appoint someone to be at the front of the group, someone in the middle, and someone at the back as a straggler gatherer. Remind paddlers that they need to stay behind the person appointed to be at the front of the group.
- Questions?
- Remind paddlers to make sure all hatches are closed, drysuit zipped, PFD zipped and clipped and spray skirt toggle is exposed.
- Point out any hazards at the launch site, and identify a waiting area on the water for the group while the others are launching
- Have a great paddle!

Trip Report

Download this fillable trip report document from the PIKA website Facilitator Resource page.



Trip Report

Trip Name:		Location:		Classification:	
# of Paddlers:		Facilitator:		Additional facilitator:	
DATE:		Actual launch time:		Actual return time:	
Total Distance traveled:	Total Trip Time: hrs	Stopped Time for breaks etc. :	Moving Average Speed:	Maximum Moving Speed:	
Tide issues:			Current issues:		
Weather issues:			Water Traffic:		
Participant Issues:					

Other details, issues, notes for next time:

February 23, 2020



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Incident Report

Club policy: to be filled out by trip facilitator as soon as possible for any incident, injury or "near miss."

IF IN DOUBT, FILL IT OUT!

Trip name: _____ Incident date: _____ Time: _____

Trip facilitator _____

Name of person involved _____ Age: _____ Sex: _____

Home address: _____ Phone: _____

What were relevant conditions when and where incident/injury occurred? (wind, wave and water conditions, weather, estimated air and water temp, precipitation, visibility, how far from shore?)

Location of incident (estimate if necessary):

Describe in detail how incident/injury occurred

If rescue affected or attempted, describe:

Apparent nature of injury:

Is this a re-injury of an old condition? _____

Describe first aid given:

Who gave first aid? _____

Describe evacuation/rescue: _____

Did injured person refuse first aid or evacuation? _____
Identify causes of incident, including contributory causes:

Did injured person state that s/he contributed to incident in any way? _____
Describe statement:

Get statements, as detailed as possible, from each witness to the incident.
Witness 1 full name, phone number, address
Statement. _____

Witness 2 full name, phone number, address

Statement. _____



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Witness 3 full name, phone number, address
 Statement. _____

Did any other persons impact the incident in any way? ____ Describe:
 Were any warnings or instructions not heeded? _____

Were any photographs taken? ____ By whom? _____
 (Please forward photos with report)

Were other persons injured in this incident? _____
 Names: _

Fill out separate incident form for each Injured person.

Get witness statements, as detailed as possible, from each.

Form filled out by: _____

Signature: _____ Date _____

PIKA Paddler Guidelines

These guidelines provide requirements and expectations for participants in PIKA paddles. To learn about the PIKA classifications for paddles, see the trip schedule.

EQUIPMENT REQUIREMENTS

- ✓ Canadian Coast Guard requires the following minimum equipment for a kayak:
 - Transport Canada approved PFD
 - 15 metre buoyant heaving line such as a throw bag
 - Bailer or pump
 - Whistle
 - Paddle - the regulations say you need one!
- ✓ Kayak - watertight and in good repair with proper deck lines.
- ✓ Spray skirt - to keep the waves and rain out.
- ✓ Re-entry device such as a paddle float - the Coast Guard regulations don't require one, but it sure helps you to get back into your boat.
- ✓ Clothing for the conditions – typically, that means at least a wetsuit and spare clothes for after.
- ✓ Snack, lunch and beverage suitable for the weather.
- ✓ Spare paddle on overnight and extended trips.

MINIMUM SKILLS REQUIREMENTS

- ✓ Paddling skills - you must be able to paddle forwards and backwards and to turn with or without a rudder.
- ✓ Re-entry skills – To participate in any club paddle, you must be able to do an assisted re-entry, both as the assister and the assisted. To participate in PIKA classification 2, 3, or 4 paddles, you must be able to do an unassisted re-entry. To participate in PIKA classification 4 paddles, you must also be able to do a roll.

Ways to obtain these skills include participating in a PIKA pool or outdoor practise session, taking a Paddle Canada skills course or by paddling with friends or another club.

You must practice these skills at least once each year.

HOW TO SIGN UP FOR A PADDLE

When you select a paddle to sign up for, ensure that your skills meet the paddle's PIKA classification. The facilitator may not allow you on the paddle if they feel that you don't meet that classification.

To sign up for a paddle, contact the facilitator by email at least 2 days before the paddle and provide the following information:

- Your name
- Number of years of paddling experience and your Paddle Canada or equivalent skill level
- Name of manufacturer of your kayak and its colour
- Medical issues that the facilitator needs to be aware of
- Your cell phone number
- Emergency contact phone number
- Your vehicle's manufacturer, model, colour and license plate number
- Your MMSI number if you have a VHF radio

Drop-ins on the day of the paddle are not allowed; you must sign up with the facilitator at least 2 days before the paddle and earlier for multi-day trips as indicated in the trip calendar.

Trip Classification

PIKA applies the classification system described below in its trip schedule to indicate the expected skills/degree of difficulty (1-4) and distance involved and physical effort necessary (A-D) for a PIKA trip.

A trip classification is set by the most difficult and most strenuous part of the trip. It does not take into account changes in sea conditions or weather which may change trip classification unexpectedly.

TRIP CLASSIFICATION	A–Not Strenuous <ul style="list-style-type: none"> • Less than 3 hours per day • Less than 6 nmi • Sheltered spots 	B–Moderately Strenuous <ul style="list-style-type: none"> • 3 to 5 hours per day • 6 to 10 nmi • Some sheltered spots 	C–Strenuous <ul style="list-style-type: none"> • 5 to 6 hours per day • 10 to 15 nmi • Infrequent sheltered spots 	D–Very Strenuous <ul style="list-style-type: none"> • More than 6 hours per day • More than 15 nmi • Few or no sheltered spots
1–Easy <ul style="list-style-type: none"> • Minimal paddling skills • Assisted re-entry skills • Protected inland waters • Moderate wind effects • Weak to moderate current • Easy to moderate landings 	↓ → 1A	↓ 1B	↓ 1C	↓ 1D
2–Moderate <ul style="list-style-type: none"> • Basic paddling, able to brace • Self/assisted re-entry skills • Sheltered/partly-sheltered coastal waters • Moderate wind effects • Weak to moderate current • Easy to moderate landings 	↓ → 2A	↓ 2B	↓ 2C	↓ 2D
3–Difficult <ul style="list-style-type: none"> • Good paddling, sea skills • Self/assisted re-entry skills • Open coast, exposed water, crossings and swells. • Moderate to strong wind effects • Moderate to strong current • Surf and difficult landings 	↓ → 3A	↓ 3B	↓ 3C	↓ 3D
4–Very Difficult <ul style="list-style-type: none"> • Advanced paddling, sea skills • Self/assisted re-entry and rolling skills • Strong individual paddler • Long open crossings • Exposed coast • Turbulent water, chop • Strong wind effects, large swells • Strong current • Surf and difficult landings 	↓ → 4A	↓ 4B	↓ 4C	↓ 4D

YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY ON ALL TRIPS. Make sure you have the skill level, physical strength, endurance and the right equipment. Do not go out in conditions that you are uncomfortable with. Kayaking conditions are variable and contain unpredictable elements that make any attempt to grade inexact.



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Harassment Policy

PIKA does not tolerate discrimination or harassment in any form and if it is found to have taken place will result in the revoking of the perpetrator's membership.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favours, or any other unwelcome verbal or physical conduct of a sexual nature. Sexual harassment can be verbal, visual, physical or communicated in writing or electronically.

Examples of conduct which may constitute sexual harassment include, but are not limited to: requests for sexual favours involving physical contact such as hugging, rubbing, touching, patting, pinching or brushing another person's body without consent. It can also include sexual jokes that make the recipient or the group feel uncomfortable.

Maritime Radio Reminders

Calling station to station, if not using DSC (Digital Selective Calling)

Listen for a period long enough to be sure you are not interfering with calls already in progress.

Remember that the identity of the station being called is always spoken first, followed by “this is” and your own identity.

1. Press transmit switch on microphone/radio
2. Call the station you wish to contact (not more than three times)
3. Say This is, say your stations’ name not more than three times, on channel....
4. Say over
5. Release the transmit switch
6. Listen for an answer.
 - a. If no response is received after two calls wait at least three minutes before attempting to call again.
 - b. If response is made, the replying station identifies a working channel, in this fashion:
 - i. Your station name (not more than three times)
 - ii. This is and the replying station name (not more than three times)
 - iii. Switch to (working frequency) if the call is being made on a distress and calling frequency

Distress call – sent on channel 16

Step One: Distress Call

1. Press transmit switch on microphone/radio
2. Say Mayday three times
3. Say This is and your station name three times.

Step Two: Distress Message (follows as soon as possible after distress call)

1. The Distress signal Mayday
2. The name of the vessel (once)
3. Particulars of its position (as accurately as possible)
4. Nature of the distress and the kind of assistance required
5. A description of the vessel in distress
6. The number of persons involved and injuries, if applicable.

Everyone observes radio silence until the distress is cancelled.

Cancellation of distress

When a vessel is no longer in distress, or when it is no longer necessary to observe radio silence, the vessel that was in distress, the rescue vessel, or the station that controlled distress traffic, shall transmit a message addressed to All Stations, advising that the distress call has ended.

Urgency message – sent on channel 16

The Urgency signal is Pan Pan spoken three times. It indicates that the station calling has a very urgent message to transmit concerning the safety of a ship, aircraft or other vehicle, or the safety of a person.

Follow same protocol as Distress Message, replacing Mayday with Pan Pan.

Safety communication – sent on channel 16

The Safety signal has priority over all other communications, except Distress and Urgency. All stations hearing the Safety signal shall shift to the working frequency indicated in the call, and listen until they are satisfied that the message is of no concern to them.

Safety signals and messages shall generally be addressed to All Stations. They may be transmitted at any time on Channel 16.

Procedure:

Securite Securite Securite
All Stations All Stations All Stations
This is (your station name)

Safety message concerning (what) to follow on (working channel) (your station name) Out

For DCS, refer to the handbook with your VHF Radio!

Trip Troubleshooting Guide

Sometimes things don't go as expected. Here are a few examples of things that have happened on previous trips.

Paddler is late for launch

All paddlers should be at the launch point a minimum of 45 minutes before scheduled depart time for a day trip; add at least 30 minutes if loading for a multiday drip. It is the responsibility of each paddler to be on time. Whether the group delays the launch to accommodate latecomers is at the facilitator's discretion.

It is recommended to bring a copy of the float plan with you to the launch point; this way you have the phone numbers of the participants and can check in if you feel necessary. It is also recommended to give your cell # to the participants in the pre-paddle email, so they can call if they are lost or delayed.

Paddler leaves the group before launch

Sometimes people aren't willing to wait and set off on their own. Sometimes they don't tell others of their decision.

If this happens, the facilitator is not legally responsible for the paddler, as they have chosen to leave the group. That said, we paddle together for safety, and you may choose to break with the planned paddle to search for the missing person.

Factors to consider:

- Weather conditions & forecast
- Currents, wave conditions
- Paddler's experience & skills
- Location: are you in an isolated area, or are there people around? Are there open crossings, or would the expectation be that they are keeping close to shore?

Equipment failed/missing

Things get forgotten or missed. Unsecured hatch covers can be pulled off at freeway speeds. Drysuit gaskets can fail. Each situation is unique. If someone forgets a spare paddle, there are usually others who have spares and this can be accepted. Carry a black garbage bag and packing tape to repair gaskets and create emergency hatch covers.

Sometimes a judgement call is required: a missing spray skirt, for example. Here you are again reviewing the conditions:

- Weather conditions & forecast
- Currents, wave conditions
- Paddler's experience & skills
- Location: are you in an isolated area, or are there people around? Are there open crossings, or would the expectation be that they are keeping close to shore?

Deteriorating conditions

Sometimes the forecast is wrong!

Remember your training: what other risk factors may be lining up against you? Tragedies happen when a series of small things all go wrong in sequence.

Don't be afraid to cancel, even at the last minute. Remember, we paddle for enjoyment; pushing through dangerous conditions isn't fun.

Web Resources

- Facilitator Resources page:- float plan, trip report, <http://pikakayak.com/facilitator-resources/>
- Sea kayaking safety guide, download a copy: <https://www.tc.gc.ca/publications/en/tp14726/pdf/hr/tp14726e.pdf>
- Marine weather https://weather.gc.ca/marine/index_e.html
- Marine weather available by phone: Vancouver recorded 604 664 9010
- Environment Canada Marine Weather Guide Pacific coast. Get the copy from PIKA website: <http://pikakayak.com/facilitator-resources/>
- Full BC Regional Marine weather guide: <http://www.publications.gc.ca/site/eng/9.630051/publication.html>
- Tides <https://tides.gc.ca/en>
- Tide and current tables in PDF, just like the official publications <https://charts.gc.ca/publications/tables-eng.html>
- Royal Canadian Marine Search and Rescue App for i-things and android. <https://rcmsar12.org/boating-safety/rcm-sar-safe-boating-app/>
- Windfinder, for recent and short-term forecasts: <https://www.windfinder.com/#>
- Fraser River velocity predictions, Avadepth website: <https://www2.pac.dfo-mpo.gc.ca/index-eng.html>
- BC Marine Trails <http://www.bcmarinetrails.org/>
- Sea Kayak Guides Alliance of BC <http://www.skqabc.com/resources.php>
- Handy emergency contact list for the BC coast: <https://www.skqabc.com/app/webroot/uploads/pdfs/SKGABC-contact-list.pdf>
- Wild Coast “magazine” (now only a website); lots of local information in the archived magazines: <https://www.wildcoast.ca/>
- West Coast Paddler – Community for kayaking in British Columbia: www.westcoastpaddler.com

PIKA Executive

Position	Name	Email
President	Pat Jones	president@pikakayak.com
Treasurer	Laurie Bristow	treasurer@pikakayak.com
Trip Coordinator	John Bakker	trips@pikakayak.com
Safety & Training Coordinator	John Drent	safety@pikakayak.com
Membership Coordinator	Stan and Karen Matier	membership@pikakayak.com
Secretary & Website	John Halliday	secretary@pikakayak.com
The following are non-executive positions:		
Events Coordinator	vacant	
Librarian	Brenda Viala	brenda.bjboo@gmail.com