

# 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.
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.

## PIKA Liability

PIKA maintains Directors and Officers insurance to protect our facilitators and executive in the event of a lawsuit.

Insurance protects you as a facilitator only if you do everything reasonably necessary to maintain safety for your group of paddlers. If you are negligent, the insurance does not help.

What does it mean to not be negligent? To do everything a reasonable person would do. To do what your peers (other facilitators or executive members) would do. To follow established processes to ensure the safety of your group.

The processes put in place for PIKA facilitators, as described in this manual, are to assist you in making reasonable decisions and taking reasonable action when planning and facilitating trips.

So don't skip any steps! They are there to not only help you have a safe and fun trip, but also to protect you, and the club, in the unlikely event of a lawsuit.

## PIKA and BC Marine Trails

PIKA is a member of [BC Marine Trails](#) (BCMT) and supports its three-pillar-approach which is:

- Building safe and contiguous trails
- First Nations engagement
- Protecting our coast

Facilitators need to be aware of how the three pillars apply to PIKA trips. Here are the main points:

1. Follow the BCMT Code of Conduct as summarized below. For details about the BCMT Code of Conduct, see the [BCMT website](#)



**CODE of CONDUCT**

- **Disturb nothing, take nothing.**  
You are on sensitive First Nations traditional land.
- **Campfires below high tide line only.** Adhere to fire bans.
- **Use tidal flush for human waste** when a toilet is unavailable.  
Pack out human waste in highly sensitive locations.
- **Stay to the campsite area** to avoid trampling.
- **Dispose of gray water** below high tide line only.
- **Avoid disturbing wildlife** and maintain regulated distances from all.
- **Leave a site in its natural state** and leave nothing behind.

**BC MARINE TRAILS**  
Learn more about us:  
[www.bcmarinetrails.org](http://www.bcmarinetrails.org)



SCAN ME

2. Plan the locations of your rest stops and campsites to use BCMT sites wherever practical. This practice supports the First Nations engagement pillar which permits access to sites within a traditional territory while guiding the public away from sensitive spiritual and heritage sites. BCMT sites are documented on the [BCMT Member Map](#).

## Determining a Participant's Skill Level

When a person who is unknown to you applies to go on your trip, you need to determine their skill level before you accept them onto your trip. Here are some tips to help you make that determination!

A participant must have the requisite paddling skills that meet the classification of your trip.

Ways to find out about a participant's skill level:

- Ask the trip coordinator
- Ask the safety and training coordinator
- Ask other facilitators
- Talk to the participant. Ask them what their skill levels or Paddle Canada levels are
- Paddle with them, ideally in same conditions as trip

## What Type of Kayak is Suitable for Paddling with PIKA?

To paddle with PIKA, the participant's kayak must meet the guidelines indicated in the [Paddler Guidelines](#) document.

Please review carefully.

## Trip Planning Basics

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 participants) for safety, including ability to respond to emergency situations.
  - Maximum 9 paddlers (facilitator plus 8 participants). More than 8 participants? then appoint a second facilitator from your group.
  - Paddlers are responsible for their own equipment, including minimum Canadian Coast Guard-required safety gear. Equipment requirements are indicated in the [Paddler Guidelines](#) document.
  - Every participant must meet the re-entry skills requirement for the trip classification. For details, see the [Trip Classification Chart](#).
  - Group equipment: recommended for day trips, required for multi-day trips\*
    - ✓ Ditch kit/hypothermia kit
    - ✓ First aid kit/first aid knowledgeable paddler
    - ✓ Flares if further than 1 nautical mile from shore or kayak is greater than 6m long
    - ✓ Area chart
    - ✓ VHF radio, cell phone 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.
  - File the float plan with a plan-holder. The plan-holder's job is to contact emergency services if you do not close the float plan by contacting them before the time you indicate on the float plan.

## 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 and parking issues
- Start time: “on the water” time
- Route: use charts and string, Google Maps tool or the BCMT map tool to estimate distance
- 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. [Marine weather phone numbers](#).
- Safety gear needed: chart, radio, first aid kit, flares, towing gear, hypothermia kit, ditch kit, compass.
- Carry a magnetic compass if you will be navigating out of sight of navigation markers.
- 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 review
- Send float plan to your plan holder after review by trip coordinator
- Encourage carpooling to reduce trip’s carbon footprint.



## Planning a Day Trip (continued)

- Send out an email to participants containing the following info:
  - Trip classification, e.g. 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 participant's details needed for float plan: make and colour of kayak, paddling experience, name and phone number of emergency contact, participant's cell number, transportation to launch site – vehicle make, model, colour and license plate, MMSI # if bringing VHF radio
- Gather any relevant medical information, (e.g. diabetic)
- Give participants 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.

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

Participants 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 line, emergency kit and compass packed with your gear.
- Check the weather again. [Marine weather phone numbers](#).
- 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 stragglergatherer.
- Identify who has VHF radios, navigation aids. Verify radios are working, review channel to use, typically 69, and radio protocol.
- 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 participants
- 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 planning for a day trip applies as well as the following additional considerations:

- Send each participant a kit list? Send the welcome email; cc the trip coordinator.
- Questions and discussions at pre-trip meetings:
- Trip description
- Communication equipment – radios, phones, satellite communications?
- 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? Use the BCMT map to plan your camping locations.
- 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.
- Be prepared for hypothermia

## Planning an Overnight Trip, continued

- Carpools, ferry schedule and reservations
- Kayak repair kits
- Send float plan to the trip coordinator for review at least 1 week before the trip
- No trace camping! Garbage in, garbage out! BCMT Code of Conduct applies
- Human waste issues – varies with location. BCMT Code of Conduct applies
- Notify your plan holder if changes are made during trip. e.g., 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 away from main group; three or more to paddle away.

## Planning an Extended Trip

The planning for a day trip and overnight trip applies to the planning of an extended trip 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 the details, responsibilities, compatibility, meal plans. 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](mailto: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 1 participant should have first aid training/CPR. It is considered reasonable that 1 participant has first aid training or qualification.
- Each boat should be self-sufficient in case of separation and have survival equipment.
- Each paddler must thoroughly inspect their boat and equipment well before trip.
- Spare and repair equipment.
- Water availability and how much to bring: 3 litres per person per day.
- Bring 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.
- Exchange MMSI numbers.
- Hold a daily recap meeting with participants.

## Selecting trip participants for an extended trip

Sometimes on extended trips there are more people who want to go than can be accommodated. The decision on how many participants to include (minimum 3 including facilitator) and who to take on a trip is up to the facilitator.

Before addressing any other selection concerns, each participant must first meet the following criteria:

- Does this person have the requisite paddling skills and has this person practiced their annual re-entries?
- Does this person have a known history of conflicts with other paddlers?

Additional selection criteria to take into consideration:

- Does this person bring something to the group, i.e. specialist skills like medical training etc.
- Is this person someone new?
- Is this person someone who is a facilitator who may lead their own trip in the future?
- Does this person volunteer with PIKA?

Or, you can simply accept whoever signs up in the order that they sign up.





## 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 training, first aid kits, hypothermia gear
- Determine who has VHF radios, flares, satellite communications devices, (decide which VHF channel you will communicate on)
- Check for adequate deck lines
- Check for airtight hatches, buoyancy bags
- Ensure paddlers have PIKA and Canadian Coast Guard recommended gear
- Check for proper immersion gear
- Review signals: whistle, paddle, communication
- Remind paddlers to make sure all hatches are closed, drysuit zipped, PFD zipped and clipped and spray skirt toggle is exposed.
- Review the paddling plan, including time frames for paddling, breaks, lunch and other goals
- Review water traffic and other hazards such as currents, tidal rapids, whirlpools, sandbars and log booms.
- 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.
- Point out any hazards at the launch site and identify a waiting area on the water for the group while the others are launching
- Questions?

Have a great paddle!

# Trip Troubleshooting Guide

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

## **Participant is late for launch on-the-water time**

For a day trip, all participants should be at the launch point a minimum of 45 minutes before the on-the-water time. For a multiday trip that requires loading, all participants should be at the launch point a minimum of 2 hours before the on-the-water time. It is the responsibility of each participant to be on time. Whether the group delays the launch to accommodate latecomers is at the facilitator's discretion.

It is recommended that you 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 it is necessary. It is also recommended to give your cell number to the participants in the pre-trip email, so they can call if they are lost or delayed.

## **Participant leaves the group before launch**

Sometimes a participant isn't willing to wait and they set off on their own. Sometimes they don't tell others of their decision.

If this happens, the facilitator is not legally responsible for that participant 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 and forecast
- Currents, wave conditions
- Participant's experience and 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 situation:

- Weather conditions and forecast
- Currents, wave conditions
- Participant's experience and 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?
- Type of trip. Is it a day trip or multiday trip?

## **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.

# Trip Report

Download this fillable trip report document from the [Facilitator Resource page](#).

A trip report is to be filled out by facilitator and submitted to trip coordinator within 1 week after the trip.



## 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



# Incident Report

For a downloadable PDF of the incident report, see [Facilitator Resources](#).

**PIKA policy:** An incident report must be filled out by the trip facilitator as soon as possible for any incident, injury or "near miss". Fill out a separate incident report for each injured person.

Take a printed copy of this report on the trip. Record information on your cellphone using the Voice Recorder app on Android or Voice Memos app on iPhone.

Consider possible ramifications of incident beyond the end of the trip including possible legal issues.

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, distance from shore?)

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Location of incident (estimate if necessary)

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Describe in detail how incident/injury occurred

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If rescue effected or attempted, describe

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Apparent nature of injury

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Is this a re-injury of a previous condition?

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Describe first aid given

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Name of person who gave first aid

Describe evacuation/rescue

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Did injured person refuse first aid or evacuation?

Identify cause of incident, including contributory causes

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Did injured person state that they contributed to incident in any way? Record their statement

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Did any other persons impact the incident in any way? Describe

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Were warnings or instructions not heeded

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Were photos/video taken? By whom? (forward photos/video with report)

Were other persons injured in the incident? Provide their names; fill out separate incident reports

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**Witness Statements**

Get a statement, as detailed as possible, from each witness to the incident.

Witness 1 full name, phone number, address

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Witness 1 statement

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Witness 2 full name, phone number, address

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Witness 2 statement

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Witness 3 full name, phone number, address

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Witness 3 statement

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Incident report filled out by

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# Paddler Guidelines

For a downloadable PDF of the Paddler Guidelines, see [Facilitator Resources](#).

This document provides requirements and expectations for participants in PIKA trips and training.

## 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 or tow line
  - Bailer or pump
  - Whistle
  - Paddle
- ✓ To paddle with PIKA, your kayak must meet the following guidelines:
  - Participant must be capable of keeping pace with the group. Inflatable kayaks and kayaks less than 12 feet in length do not allow the participant to meet this guideline
  - Kayak must be capable of maintaining buoyancy and limiting water intrusion, either by means of water-tight compartments or by the addition of flotation bags
  - Subject to the above, kayak may be hard shell: fibreglass or fibreglass composite, rotomoulded or thermo-formed plastic, wood strips or plywood. Skin-on-frame kayak is also acceptable
  - Kayak must have proper deck lines to enable a successful self or assisted re-entry
- ✓ Spray skirt
- ✓ Re-entry device such as a paddle float-
- ✓ Clothing for the conditions – typically that means a wetsuit or drysuit for paddling and spare clothes
- ✓ Snack, lunch and beverage suitable for the weather
- ✓ Watertight flashlight, headlamp or a 360-degree white light when paddling after sunset or before sunrise or in periods of restricted visibility

## MINIMUM SKILLS REQUIREMENTS

- ✓ Paddling skills - you must be able to paddle forwards and backwards and to turn with or without a rudder, as well as demonstrate the skill level appropriate for any particular trip.
- ✓ Re-entry skills – To participate in any club trip, 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 trips, you must be able to do an unassisted re-entry. To participate in PIKA classification 4 trips, you must also be able to do a roll.

Ways to obtain these skills include participating in a PIKA training clinic, taking a relevant Paddle Canada course or taking a relevant clinic with another club or a commercial provider.

You must practice these skills at least once each year.

To learn about PIKA trip classifications, see the [Trip and Training Calendar](#).

## HOW TO SIGN UP FOR A TRIP

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

To sign up for a trip, contact the facilitator by email at least 2 days before the trip. Use the *PIKA float plan participant data* form found on the [Facilitator Resources](#) page to provide the following information:

- Your name
- Number of years of paddling experience or your Paddle Canada or equivalent skill level
- Name of manufacturer of your kayak and its colour
- 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

In the email, include information about medical issues that the facilitator needs to be aware of.

Drop-ins on the day of the trip are not allowed; you must sign up with the facilitator at least 2 days before the trip and earlier for a multi-day trip as indicated by the sign up by date in the Trip and Training Calendar.

# Trip Classification

For a downloadable PDF of Trip Classification, see [Facilitator Resources](#).

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 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.

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

**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.





Pacific International Kayak Association  
PO Box 32073, Langley, B.C., V1M 2M3  
[www.pikakayak.com](http://www.pikakayak.com)

## 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.

# Weather Phone Numbers

## Canadian Coast Guard Pacific Region continuous marine broadcast (CMB)

Georgia Strait, Vancouver, Victoria Areas **604-666-3655, 250-363-6492, 250-363-6880**

Mid-Island Area **250-339-0748**

North Island Area **250-974-5305**

**Environment Canada's Hello Weather** service provides weather forecasts, current weather conditions, information on impending hazardous weather, marine weather information and air quality and health index information.

For Hello Weather, call **1-833-794-3556** (toll-free) and enter location code as below.

Bella Bella 08094	Campbell River 08019	Comox 08061	Estavan Point 08015
Gibsons 08001	Gonzolas Point 08032	Gulf Islands South 08093	Nanaimo 08020
Port Hardy 08089	Powell River 08058	Prince Rupert 08057	Sandspit 08088
Sechelt 08003	Squamish 08050	Tofino 08017	Ucluelet 08005
Vancouver 08074	White Rock 08062		

For other location codes, see Environment Canada's [Hello Weather website](#).

### Pro-Tip!

When listening to the continuous marine broadcast, whether over your phone or your VHF radio, have the [Marine Weather Guide](#) handy to help you locate the areas that the broadcast is describing. Laminate the Marine Weather Guide so you can use in all weather while on the trip.

# 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 want 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 DSC, refer to the handbook with your VHF Radio!**

## Web Resources

- PIKA's Facilitator Resources page: - float plan, trip report, incident 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 forecasts and warnings [https://weather.gc.ca/marine/index\\_e.html](https://weather.gc.ca/marine/index_e.html)
- Guide to marine weather forecasts <https://www.canada.ca/en/environment-climate-change/services/general-marine-weather-information/publications/guide-forecasts.html>
- [Marine weather phone numbers](#)  
You will hear the continuous marine broadcasts, the same marine conditions and forecasts that are broadcast over the VHF radio network.
- 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>
- Windfinder, for wind forecasts, wind speed live weather and wind map:  
<https://www.windfinder.com/#>
- Fraser River velocity predictions, Avadepth website:  
<https://www2.pac.dfo-mpo.gc.ca/index-eng.html>
- BC Marine Trails <https://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](http://www.westcoastpaddler.com)

## PIKA Executive

Position	Email
President	<a href="mailto:president@pikakayak.com">president@pikakayak.com</a>
Treasurer	<a href="mailto:treasurer@pikakayak.com">treasurer@pikakayak.com</a>
Trip Coordinator	<a href="mailto:trips@pikakayak.com">trips@pikakayak.com</a>
Safety & Training Coordinator	<a href="mailto:safety@pikakayak.com">safety@pikakayak.com</a>
Membership Coordinator	<a href="mailto:membership@pikakayak.com">membership@pikakayak.com</a>
Secretary	<a href="mailto:secretary@pikakayak.com">secretary@pikakayak.com</a>

The following are non-elected executive positions:

Events Coordinator	<a href="mailto:president@pikakayak.com">president@pikakayak.com</a>
Librarian	<a href="mailto:librarian@pikakayak.com">librarian@pikakayak.com</a>
Website Administrator	<a href="mailto:web@pikakayak.com">web@pikakayak.com</a>