

PADDLE LEADER INTRODUCTION LETTER

Dear Paddle Leader,

Thank you for volunteering to be a paddle leader for Hui Wa'a Kaukahi. This is an important position because you represent our club and have an opportunity to share your kayaking knowledge to lead paddlers on a club paddle.

Listed below are forms and information that will assist you in leading the paddle and to meet the insurance requirements for our club. These forms and information can be found on our website www.huiwaa.org/lifeline. The numbers in brackets are the suggested number of copies of the forms to take to the paddle.

A. Forms needed to be filled out before the paddle begins:

1. Hui Paddle leader checklist with instructions (1)
2. Hui General Waiver (1)
3. ACA Adult Waiver (10) or ACA Minor Waiver (2)

B. Resource forms and information:

1. Hui membership application (10)
2. ACA Incident Report form (1)
3. Hui Paddle Ratings
4. List of Current Hui/ACA members
5. Safe Kayaking Equipment List
6. Individual Paddler Responsibilities

Please read the Paddle Leader Instructions, then follow and fill in the Checklist and waivers as requested. We have reduced the checklist to ten essential steps while attempting not to miss any important steps in running a successful and safe paddle.

Please emphasize to your paddlers that they are responsible for deciding if they have the skills to complete the paddle, and for their own safety. You are not expected to be a kayaking instructor nor a tour guide. As paddle leader, you have the right to cancel the paddle in questionable conditions and you have the right to inform paddlers that they should not be on the paddle.

Please also inform your paddlers that our paddles are for Hui and ACA joint members only. Hui members on the beach should sign the Hui general waiver. However, only Hui members who are also existing ACA members or those that sign the ACA waiver the day of the paddle (and pay the ACA fee) are considered participants of the club paddle. The other Hui members remain members of the general public.

Please contact our president if you have any questions.

Hui Wa'a Kaukahi