

# HUI WA'A KAUKAHI PADDLE LEADER CHECKLIST

Hui Safety Committee, R.Lillico and J. Hu revised September 8, 2012

**Paddle Date:** \_\_\_/\_\_\_/\_\_\_ **Paddle Name:** \_\_\_\_\_

Paddle started at: \_\_\_\_\_ Paddle estimated duration/end time: \_\_\_\_\_ Actual: \_\_\_\_\_

- 1. FLOAT PLAN-** Completed Plan (this checklist plus the Waivers) left with following person who will call for rescue if you don't return: \_\_\_\_\_
- 2. WEATHER- Check Weather and sea conditions the night before and morning of paddle:**  
**General weather:** VHF channel WX1 or 2; Ph 973-4382, or <http://www.prh.noaa.gov/hnl/>  
**Surf:** <http://www.prh.noaa.gov/hnl/pages/SRF.php> **Tide:** <http://www.hawaiiides.com/> or tide calendar.
- 3. PADDLE DAY-** Arrive early. Is paddle cancelled due to Small Craft or High Surf Advisory: Yes / No  
ARRIVAL TIME: \_\_\_\_\_ SEA CONDITIONS: \_\_\_\_\_
- 4. HUI GENERAL WAIVER and ACA WAIVER FORMS:** All paddlers should sign the Hui General Waiver. Club paddles are for joint Hui and ACA members only, so ACA waiver (and/or ACA Minor Waiver) to be signed (and fee paid) by non-ACA and new members to be in club paddle, or be considered "public paddlers." (see Instructions below).
- 5. PADDLER ASSESSMENT-** Meet with individual paddlers who are assessed as being less experienced to make sure they have adequate skills and equipment for the paddle or advise paddler, if necessary to obtain more skills before paddling.
- 6. CARPOOL-** Carpool organized and sent out timely (if necessary). Check landing conditions \_\_\_\_\_
- 7. LEAD AND SWEEP PADDLERS DESIGNATION-**  
Lead \_\_\_\_\_ Sweep \_\_\_\_\_
- 8. PRE-LAUNCH MEETING OF ALL PADDLERS: - DISCUSS-**  
**A. PADDLE PLAN-** Description of course, including any planned deviation from Website description, mid-course stops, possible hazards of paddle (e.g. surf zones, rocks): \_\_\_\_\_

Ascertain who and how many are paddling **outside or inside any reef** and who will lead and sweep each group.

## B. SAFETY-

- 1. ACA-specific Rules-** Life vest worn, and no-paddling-under-the-influence requirements.
- 2. Skill Level of Paddle-** Announce skill level and confirm all new paddlers have been assessed.
- 3. Individual Responsibility-** Everyone responsible for their own safety and their own decisions on paddle
- 4. Lead & Sweep-** Remind paddlers of safety, including staying between lead and sweep, pace adjusted to keep group together. Inform leader and/or other paddlers when leaving the group to avoid false rescue call.
- 5. Communication-** Radio check: How many \_\_\_\_ and live voice check on VHF channel 72
  - Those without radios should paddle near a paddler who does have one.(State law requirement)
  - Hand and Paddle signals- Vertical-go; Horizontal-stop; Vertical wave slow-come; fast-emergency
- 6. Buddy System-** Encourage all paddlers to have a buddy and/or to stay within shouting distance of at least two other paddlers.
- 7. Equipment Check-** Adequate food and water, safety equipment, kayak seaworthiness, drain holes plugged
- 8. Fishermen-** Check to see who is fishing and ascertain who they are paddling with and how they will communicate with the group

**C. QUESTIONS-** Ask if there are any questions.

- 9. COUNT BOATS & PADDLERS-**Total Boats # \_\_\_\_ Paddlers # \_\_\_\_ matches Waiver?  ACA count \_\_\_\_
- 10. POST PADDLE REPORT AND ANY INJURY REPORT(See instructions)- Final head count:**  
Boats and paddlers arrived at destination: Boats #\_\_\_\_ Paddlers #\_\_\_\_  
Boats and paddlers that left the group early: Boats #\_\_\_\_ Paddlers #\_\_\_\_ Totals matches #9?\_\_\_\_  
Summarize paddle, highlights, suggestions for improvement, and plan to report at next club meeting.

**Paddle Leader** (Print, Sign & Date) \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## THANK YOU FOR LEADING

Mail this Checklist, all waivers and any membership applications and fees within 7 days to:

Hui Wa'a Kaukahi, P.O. Box 11588, Honolulu, HI 96828.

Email any incident or injury report (see Instructions below) to Kevin Ching, President: [mokuluanui@yahoo.com](mailto:mokuluanui@yahoo.com)

# HUI WA'A KAUKAHI PADDLER LEADER CHECKLIST INSTRUCTIONS

- 1. FLOAT PLAN- KNOW THE TRIP ROUTE AND CONDITIONS.** Review a map/GoogleEarth site and any writeups. Know the posted rating for the paddle and adjust if necessary. Handle information requests prior to paddle. File a float plan with someone not planning to paddle that day and inform group of plan holder's name.
- 2. ASSESS WEATHER AND OCEAN CONDITIONS, AND DECIDE WHETHER PADDLE WILL BE HELD OR CANCELLED** Check the weather report the night before and the morning of the paddle. Check via phone: 973-4382 (NWS, Hawaiian Waters Report) or VHF radio weather channels or the internet.
- 3. PADDLE DAY- ARRIVE EARLY to check the paddlers, ocean conditions and weather at the launch site.** Officially cancel paddle in the event of small craft advisories or high surf warnings in the paddle area. The trip leader has the authority to cancel or modify the event should conditions dictate.
- 4. HUI GENERAL WAIVER and ACA WAIVER - ENSURE THAT ALL PARTICIPANTS READ, UNDERSTAND AND SIGN THE HUI GENERAL WAIVER and ACA WAIVER.** All paddlers should sign the Hui General Waiver, and should also sign the ACA Waiver (and pay the appropriate fee if they are not ACA members) to participate in the club paddle. Paddlers who choose not to sign the ACA waiver are considered not part of the club paddle but cannot be prevented from paddling as members of the general public. Current joint Hui and ACA members need not sign another ACA waiver but they should still sign the Hui General Waiver. Hui membership applications can be accepted as well.. Go over the forms in detail with new members who should not paddle with the club unless they sign both the ACA and Hui waivers. All minors and their guardians need to sign the ACA minor's waiver and the Hui General Waiver.
- 5. ASSESS THE SKILL LEVEL OF EACH PADDLER.** The paddle leader should inform the participants of the expected difficulty and skill level needed for the trip. He/she shall ask that anyone with poor swimming ability or a medical condition which could affect performance to identify themselves to him/her prior to launch. The trip leader has the authority to ask a paddler not to go on the paddle if he/she determines that it would compromise the safety of that paddler or the other participants. **Note: You are not expected to conduct a class for new paddlers.** Weak and/or non-swimmers must wear a Coast Guard approved life vest (PFD). All participants are encouraged to wear PFDs and PFDs are required by the ACA to be worn by participants on all ACA/Hui paddles.
- 6. START THE CAR POOL (IF NEEDED).** Organize and start the carpool to the landing site as soon as possible in order to start the paddle on schedule.
- 7. LEAD AND SWEEP DESIGNATION-** Both lead and sweep paddlers should be familiar with the route to be paddled. Both should have safety equipment appropriate to the trip. (Tow ropes and first aid kits are recommended as a minimum). If the number of participants dictates, properly equipped intermediary safety boats should also be designated. In dangerous stretches of water (breaking waves, strong currents around points, or high wind) where the conditions may tax the abilities of lesser experienced paddlers, safety boat(s) should be assigned to the location until all paddlers have passed or should take special care to shepherd weaker paddlers.
- 8. PRELAUNCH MEETING - CONDUCT A PRE-LAUNCH MEETING OF ALL PARTICIPANTS TO DISCUSS THE PADDLE PLAN.** Gather all paddlers together to discuss the paddle plan, launch, landing site, planned stops or rest period locations. Determine that all participants will be following the paddle plan to the landing point. If not, ensure that participants who plan to stop prior to the end point, notify the paddle leader. Discuss the Safety points on checklist. Encourage the buddy system. Determine how many paddlers have radios. Encourage those who do not have radios to paddle near someone who does, in order to maintain necessary communication on the water. Perform a radio check. Each operator should be able to speak and hear on the designated channel. Have paddlers check each other's boat and equipment. Ask group if all boats have been checked.
- 9. COUNT BOATS AND PADDLERS-** Announce the total boats, paddlers and Aca members. Announce count to the group.
- 10. ACCOUNT FOR ALL BOATS AND PADDLERS AND REPORT ANY INJURY AT THE END OF THE TRIP.** Be sure that all paddlers have been accounted for at the end of the trip. Make a detailed report, via phone or email, of any incidents involving injury during the trip to the HWK President on the day of the paddle. Send a written report to the president within 7 days, using the ACA incident report form located on the Hui website. Forward this checklist, all waivers and membership applications and fees to the Hui address in checklist above within 7 days.