

# HUI WA'A KAUKAHI PADDLE LEADER CHECKLIST

Hui Safety Committee, R.Lillico and J. Hu revised July 12, 2024

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

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

- 1. FLOAT PLAN-** Completed Plan (this checklist plus the Waivers) given to a trusted person who will call for rescue if you don't return: Persons name and contact info: \_\_\_\_\_
- 2. WEATHER- Check Weather and sea conditions the night before and morning of paddle:**  
**General weather:** VHF channel WX1 or 2; Ph (808)973-4382, or [www.weather.gov/hfo/](http://www.weather.gov/hfo/)
- Surf:** <https://www.weather.gov/hfo/SRF>
- Tide:** [www.weather.gov/hfo/tidestable](http://www.weather.gov/hfo/tidestable) or check a 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 (CAPTAIN'S) 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 is 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
  - o Those without radios should paddle near a paddler who does have one.(State law requirement)
  - o 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 3762 Lurline Drive, Honolulu. Hawaii 96816