

Facilitator Manual



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About this Manual

This manual provides all the information that you need to know to be a PIKA facilitator, including the processes you need to follow and the forms you need to use to ensure the safety of your group of participants on a trip.

This manual is the basis for PIKA's facilitator training session that takes place once a year, usually in February.

The [Facilitator Resources page](#) on the PIKA website provide important forms and documents that you need to be familiar with.

Liability Insurance

PIKA maintains Directors and Officers insurance to protect its 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 participants. 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.

Sonny:

What Does a Facilitator Do?

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

To become a facilitator, you attend 1 day of training that takes place once a year, usually in February. You must attend this training every 2 years to maintain your standing as a facilitator.

To organize and lead a trip, a facilitator follows the main steps outlined below. Most of these steps are detailed later in this manual.

1. Think about 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 annual trip planning meeting to get your trip on the calendar or add your trip to the calendar later in the year or after you have completed the facilitator training.
3. Provide the details and a short description of your trip to the trip coordinator. This information appears in the trip calendar.
4. Plan your trip by following the guidelines described in this manual.
5. 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.
6. Enjoy the trip!
7. Submit a trip report to the trip coordinator within 1 week after the trip.
8. If necessary, submit an incident report to the trip coordinator
9. Send photos of the trip to the PIKA website administrator.

Executive Support for Facilitators

Your go-to person on the PIKA executive who can answer your trip, safety and participant-related questions or issues is the trip coordinator. They answer questions such as the following:

- What trip classification should I use for my trip?
- When was the trip done last, who was the facilitator and is there useful information in the trip report?
- How do I add a trip to the calendar?
- I've not paddled with someone who has applied to go on my trip. Are they qualified? What is their experience?
- I had this experience on my trip. Should I include it in the trip report?
- How do I know that an incident needs to be reported?
- I don't feel comfortable dealing with a paddler, can you please intervene?

Planning a Trip – the Basics

The tasks involved in planning a trip depend on the length of the trip. This manual describes these tasks for 3 lengths of trips: day trip, overnight trip and multi-day trip.

Day trip: starts and ends on the same day; not an overnight trip. Typically, within cell coverage and close to civilization

Overnight trip: a trip of 1 or 2 nights. Typically involves camping in 1 location

Multi-day trip: an overnight trip of more than 2 nights. Typically involves camping in 1 or more locations, sometimes outside of cell coverage.

Trip Planning Basics

The following trip planning basics apply to all trips.

- Trip must have a minimum of 3 participants: 1 facilitator plus 2 participants, for safety including ability to respond to emergency situations.
- Trip is limited to a maximum 8 participants per facilitator. More than 8 participants? Then appoint additional facilitators from your group to stay within this limit.
- Participants are responsible for their own equipment, including minimum Canadian Coast Guard-required safety gear. Equipment requirements are listed 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*
 - ✓ Hypothermia kit
 - ✓ First aid kit/first aid knowledgeable participant
 - ✓ Flares if further than 1 nautical mile from shore or kayak is greater than 6m long
 - ✓ Chart
 - ✓ VHF radio, cell phone or other communication method
 - ✓ Compass
 - ✓ Kayak repair kit
- * Group equipment need not be facilitator-supplied, but is needed within the group.
- A float plan must be sent to the trip coordinator and a land-based plan-holder.
- 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 trip because they will not be on the float plan.

Float Plan and Float Plan Holder

The float plan for your trip is the most important document you create for the trip. Obtain a blank float plan from the [Facilitator Resources page](#) on the PIKA website.

- Get participant data needed for float plan. One way to do this is to send each participant the [PIKA float plan participant data](#) form for them to fill out and return to you. Obtain this form from the [Facilitator Resources page](#).
- Always ask participants for their current data. Do not use participant data that you may have on your computer from a previous trip.
- On the float plan, set the deadline (date and time) by which you intend to close the float plan. Closing the float plan means contacting the plan holder after the trip is over. Make sure the deadline is late enough to allow you to load your kayak on your vehicle and drive out to where you have cell phone coverage.
- Send the float plan to the trip coordinator for review: 2 days before a 1-day or overnight trip and at least 1 week before an extended trip.
- Send float plan to a land-based plan holder after review by trip coordinator. The plan-holder's job is to contact emergency services if you do not close the float plan before the time you indicate on the float plan. If there are last-minute changes, send the updated float plan to your plan holder and to the trip coordinator before you leave on the trip.
- Be sure to go where your float plan says you are going. The float plan holder's first action is to call you, the facilitator.
- Print the float plan and take it with you on the trip. Do *not* leave a copy of float plan in your vehicle.

Planning a Day Trip

Here 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 participants 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, repair kit.
- Carry a magnetic compass if you will be navigating out of sight of navigation markers.
- 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
 - ✓ A description of the 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 participant's skills or suitability for the trip, the 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)
- Request relevant medical information, (e.g. diabetic, allergy) information is voluntary and which you keep confidential.
- 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.

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 participants. 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 participant is not properly equipped, they would put themselves and the group at risk!
- Go paddling!

Planning a Day Trip (continued)

During the trip

- Perform periodic head counts
- Watch for tired participants
- Watch for marine traffic
- Watch the weather
- Take water and snack breaks
- Rotate point person to help keep group together.
- Allow the slowest participant to lead and set the pace for a while
- After lunch stop, reiterate staying together. Accidents are more likely to happen in afternoon when people are tired
- Be prepared to make decisions quickly or automatically, without planning in advance based on conditions.
- **If an incident or injury happens, get help on the way ASAP. See the contact 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, if desired.
- 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 trip coordinator.

If you have any questions, contact the trip coordinator!

Planning an Overnight Trip

The following considerations, in addition to those for a day trip, apply to the planning of an overnight trip:

- Send each participant a kit list? Send the welcome email; cc the trip coordinator.
- Questions and discussions at pre-trip meetings. PIKA's Zoom account is available to enable meetings longer than 40 minutes. Contact web@pikakayak.com to schedule a meeting.
- Trip description
- Permits required? E.g. national parks, First Nation territory
- 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. Call the number well before you leave to make sure the water taxi phone number is current.
- Delegation of duties. weather, first aid, navigation?
- Water availability and how much to bring: 3 litres per person per day.
- Tarps and tents
- Clothing – Be prepared for cold and wet weather. Bring adequate rain gear.
- Campsite– public, private, First Nations land? Physical space adequate? Use the BCMT site map to plan your camping locations.
- Campsite suitable for prevailing wind?
- Campsite reservations, availability, cost? No reservations? Identify a backup site in case your first choice is full
- Know the location of rest spots between campsites. Use the BCMT site map to identify them.
- 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, bear spray
- Food – individual or group evening meal. 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 following considerations, in addition to those for a day trip and overnight trip, apply to the planning of an extended trip:

- **Prepare a detailed float plan and route plan with camp locations and alternatives**
- Hold a 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 to schedule a meeting.
- Daily route and camp plan including rest stops and alternatives
- Daily travel limits, expected pace
- Rest days
- Participants condition, physical preparations (training)
- Group decision making process (go/no go).
- 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 participant must thoroughly inspect their boat and equipment prior to the trip.
- Spare and repair equipment.
- Water availability and how much to bring: 3 litres per person per day.
- Bring water filter for backup and/or water purification tablets
- 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 Participants for an Extended Trip

Sometimes on extended trips there are more people who apply 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.

The trip coordinator is ready to support you as necessary.

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

- Applicant must already be a member of PIKA
- Applicant has the paddling skills and experience that match the trip classification
- Applicant has practiced their annual re-entries

Additional selection criteria to take into consideration:

- You have paddled with applicant and either do or do not want to do so again
- Does applicant bring something to the group, i.e. specialist skills like medical training etc.
- Is applicant someone new?
- Is applicant someone who may lead this trip in the future?

Or, you can simply accept whoever applies in the order that they apply.

Helmets

A helmet is an important piece of safety equipment that participants should wear for certain activities on a trip.

If you think that participants may have the opportunity or indeed the need to be involved in these activities during a trip then they should be encouraged to bring a helmet.

As facilitator, you should lead by example by bringing and wearing a helmet when necessary.

Activities that require a helmet:

- Getting up close to rocks, aka rock gardening, especially in places which are vulnerable to ocean swells
- Surf launches and landings
- Training in currents

Bear Safety

When your trip takes you to bear country, take the precautions outlined by [Parks Canada](#).

Pro Tips:

- When bear-proofing your food for the night, don't forget to include the bars stashed in the pockets of your PDF. Kayak may be damaged by hungry bear if food is stashed in it.
- Carry bear spray. Do not use bear bangers as they may start a fire when used or they may scare the bear towards you.

Launch Site Checklist

- ☐ Introduce participants to one another
- ☐ Check the weather...again. Forecast and current conditions, go vs. no go, winds: forecast greater than 15 knots where you are going?
- ☐ 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 use to communicate among group. Usually, channel 69 is used.
- ☐ Check for adequate deck lines
- ☐ Check for airtight hatches, buoyancy bags
- ☐ Ensure participants have PIKA and Canadian Coast Guard recommended gear
- ☐ Check for proper immersion gear
- ☐ Review whistle and paddle signals:
 - whistle: one blast = attention; three blasts= emergency,
 - paddle, vertical = come to me; diagonal = point in direction want to go; paddle horizontal above head = stop
- ☐ Remind participants 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 participants. A buddy system is a great method to watch out for each other.
- ☐ Point out that each person 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 participants 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?

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. Bring spare PFD, skirt to launch site, if you have them.

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 and Incident Report

Trip Report

The trip report is completed soon after your trip is over. It summarizes where the trip actually went compared to what you indicated in your float plan. You may also want to report near-misses that occurred, an incident that resulted in severe damage to equipment, or adverse participant behaviour.

A **near miss** is an unplanned event that had the potential to cause but did not actually result in human injury or equipment damage.

An **incident** is an event that unintentionally happened resulting in human injury and or severe damage to equipment.

Adverse participant behaviors:

- non-compliant with paddling plan. e.g. paddles off alone or disregards the safety of others by paddling into dangerous conditions
- grumpy or irritable- check if no sleep, food, water
- delays the trip due to frequent / excessive stops
- inadequate preparation or gear
- often late to get on the water
- lack of respect for other participants, such as verbal abusive, excessive drinking or smoking/vaping near other participants

Download the trip report form from [Facilitator Resources page](#) on the PIKA website. Sent it to the trip coordinator.

Incident Report

An **incident** is an event that unintentionally happened resulting in human injury and or severe damage to equipment.

The incident report form is used to report the details of an incident that resulted in injury to one or more participants.

Download the incident report form from [Facilitator Resources page](#) on the PIKA website. Sent it to the trip coordinator.

Pacific International Kayak Association
PO Box 32073, Langley, B.C., V1M 2M3
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.

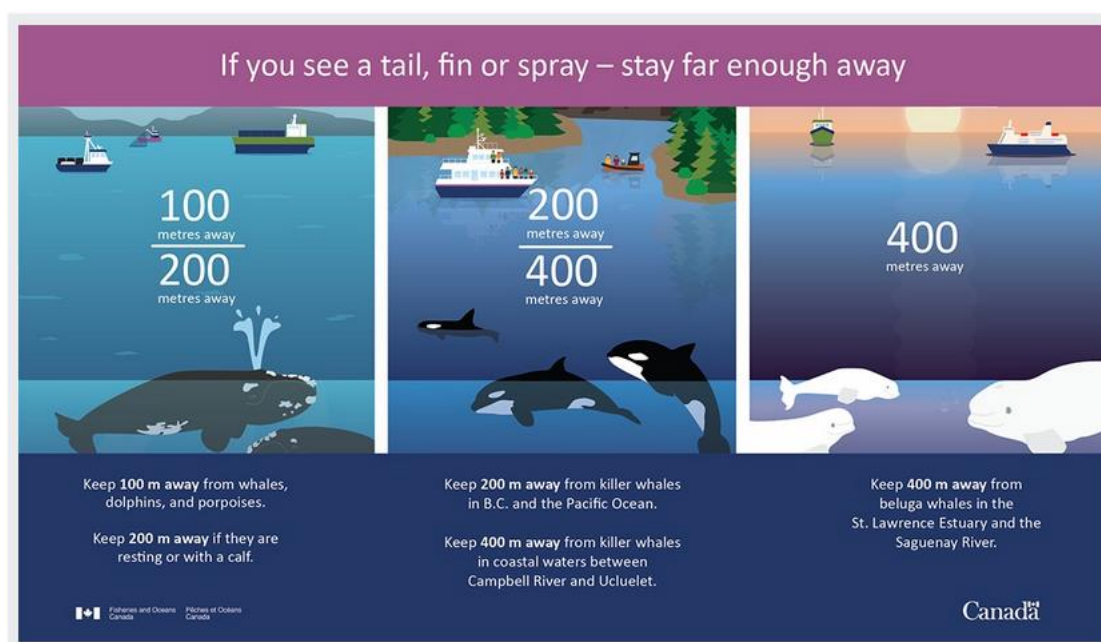
Examples of conduct which may constitute sexual harassment include, but are not limited to: requests for sexual favours involving physical contact such as hugging, rubbing, touching, patting, pinching or brushing another person's body without consent. It can also include sexual jokes that make the recipient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

Encounters with Marine Mammals

In Canada, it's against the law to disturb a marine mammal. You can't:

- feed, swim or interact with a marine mammal
- move a marine mammal (or entice/cause it to move)
- separate a marine mammal from its group or go between it and a calf
- trap a marine mammal or a group between a vessel and the shore, or between a vessel and other vessels
- tag or mark a marine mammal

Source: <https://www.dfo-mpo.gc.ca/species-especes/mammals-mammiferes/watching-observation/index-eng.html>



Be aware of [management measures in the Gulf Islands](#) to support Southern Resident killer whale recovery.

100 meters is approximately the length of 20 kayaks!

Weather Phone Numbers

By using weather phone numbers and your cell phone, you can listen to the same weather information as you receive on a VHF radio while preserving the radio battery for emergencies.

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-Tips!

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.

When listening to the continuous marine broadcast over your VHF radio, record it with your cell phone. Allows you to listen multiple times without depleting the VHF radio battery.

Before you go on a trip, use the weather phone number(s) listed at the top of this page to listen to the weather report. Download the weather log form from the [Facilitator Resources page on PIKA website](#). Practice filling out the weather logs several times. Print and take weather log along on your trip to record weather reports.

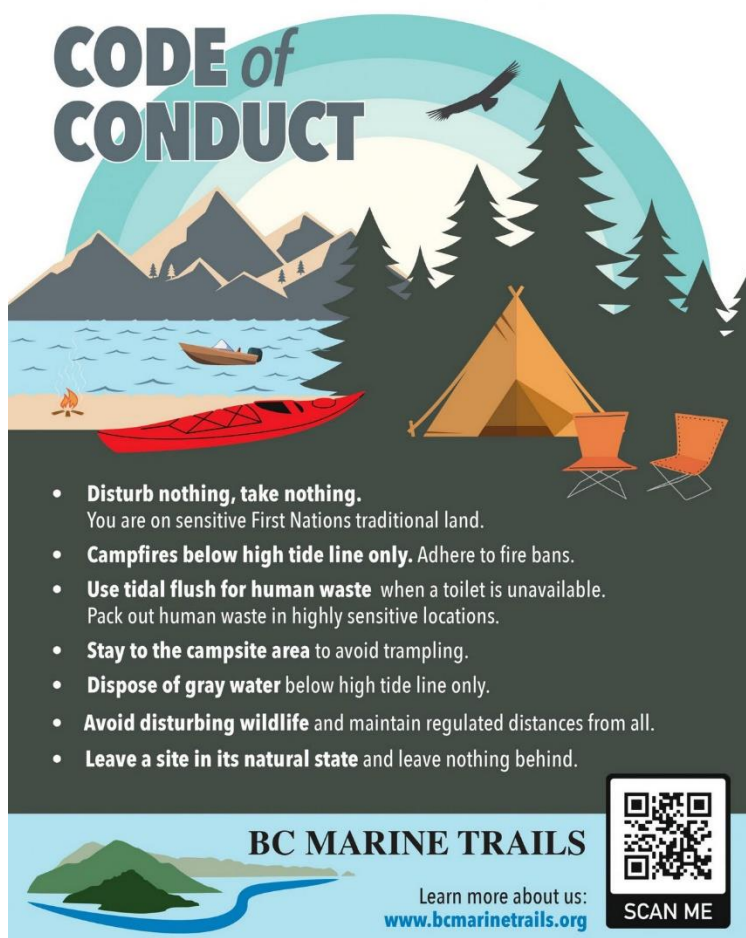
PIKA and BC Marine Trails

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](#)



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 member map.

Maritime Radio Reminders

*Make calls only when on the water not while ashore.

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 call, 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 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
- Guide to marine weather forecasts <https://www.canada.ca/en/environment-climate-change/services/general-marine-weather-information/publications/guide-forecasts.html>
- 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/>
- Windy, for wind map and weather forecast:
<https://www.windy.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/> <https://www.wildcoast.ca/blogs/kayaking-wisdom>
- West Coast Paddler – Community for kayaking in British Columbia: www.westcoastpaddler.com
- [Camping in Bear Country](#)
- [Watching marine wildlife](#)
- [Map of management measures in the Gulf Islands to support Southern Resident killer whale recovery](#)

PIKA Executive

Position	Email
President	president@pikakayak.com
Treasurer	treasurer@pikakayak.com
Trip Coordinator	trips@pikakayak.com
Training Coordinator	training@pikakayak.com
Membership Coordinator	membership@pikakayak.com
Secretary	secretary@pikakayak.com

The following are non-elected executive positions:

Events Coordinator	event@pikakayak.com
Librarian	librarian@pikakayak.com
Website Administrator	web@pikakayak.com