

Paddling Section to the RSOP Staff Handbook

KAYAK & CANOE INSTITUTE

Coordinators:

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Background

The KCI is considered to be one of the Midwest's most diverse paddling schools and one of the top instruction programs in the nation. The quality of the KCI comes in part from its location, with world class whitewater paddling, sea kayaking and inland lake canoeing available at classroom facilities on the St. Louis River (Outpost) and Duluth's Waterfront (Aquatic Center). We are at the hub of Midwestern paddling activity with access to rugged cliffs, canyons, and beaches that truly set us apart. In addition, our dedication to instructor development and certification helps the KCI provide ongoing services to the public that are always handled in a safe and professional manner. The KCI is viewed as an industry leader with its innovative contributions and dedication to quality instruction.

The overall purpose of the KCI is to provide practical teaching experiences for UMD Students who plan to make teaching a career and we strive to provide a variety of instruction opportunities to anyone who wishes to learn more about paddling.

The KCI offers four hour to five day courses and special events at all skill levels. Courses include: Whitewater Kayak, Raft, Tandem and Solo Open Canoe, Sea Kayak, ACA Instructor Certification, and River Rescue. Events include: St. Louis River Whitewater Rendezvous featuring slalom and rodeo paddling, Two Harbors Kayak Festival featuring sea kayak racing, instruction and equipment demos. The main instruction season runs from May through August.

The KCI also coordinates a small number of spectacular trips throughout North America. Five to fourteen day trips include: Rafting and Kayaking Ontario, Idaho, or Alaska Rivers; Sea Kayaking Lake Superior, and the Pacific Northwest; Expedition Canoeing Canadian Rivers.

Staffing Layout Document & Goals Timeline Questionnaire

The Staffing Layout Document explains the benefits and responsibilities associated with various paddling related job titles. This document explains the volunteer and employment options that are available to students. The purpose of a Goals Timeline Questionnaire is to identify how your individual goals relate to the UMD Outdoor Program's goals. This information allows the Outdoor Program Professional Staff to manage your involvement so we can help you progress toward achieving your goals. All persons seeking employment must complete a Goals Timeline Questionnaire. Copies are available from Pat or Randy.

Kayak & Canoe Field Policies

- To use kayak and canoe equipment it is necessary to schedule the outing with Randy or Pat before departing. An update on equipment availability, water levels, leader skill requirements, and suitable paddling destinations will be provided.
- To provide a high quality experience for everyone we maintain the following instructor to student ratios:
 - Whitewater Kayak - 1:4
 - Whitewater Canoe - 1:5
 - Sea Kayaking - 1:6
- River running days for classes with more than two students must have at least two instructors. At least one of the instructors must be ACA certified at the whitewater level.
- Electric ledge is off-limits to any beginning level course or club outing that is not supervised by a RSOP Professional Staff member.
- Electric ledge is off limits to all kayak and canoe programs when below 900 cfs.
- The chute rapid on the Vermillion River is only run by level three or higher classes. When the river level must be under four feet to run this rapid since the river left bank is undercut and water piles into a river right rock creating a broaching hazard. Take a conservative approach.
- ACA Basic Coastal Kayak Instructors may bring participants through the Duluth Ship Canal if conditions are: waves under 2 feet, wind under 15 mph. The only exceptions are for staff trainings and ACA Instructor Certification workshops that are supervised by a RSOP Professional Staff Member.
- Sea Kayak tours in the Duluth Harbor must follow a counter clockwise route from the Aquatic Center to avoid giving up their navigational rights to other boat traffic. Passage through shipping lanes must be done at perpendicular angles to the lane and completed swiftly when it's clear.
- Additional field policies are noted in the lesson plans for specific programs and the completed risk analysis forms for specific sites.

Outpost Opening & Closing Checklist

Opening

- Bring in full water jug
- Pick up trash outside the building and around the changing rooms
- Look inside both changing rooms for trash and clothing items
- Be sure satellite toilet has TP in it
- Put hot water on if necessary
- Open doors facing parking lot
- Open dam side door to create cross ventilation
- Lock all doors when not inside the building

During Courses

- Only bring videos and handouts that are need for the day to the main room and put our supplies on video cart so students have full use of the main table.
- Use big refrigerator in the daytime only. Classroom gets too hot if it stays plugged in overnight.
- Do not allow students to put items next to baseboard heaters

Closing

- Hang all wet gear in hallway
- Put boats away in their proper place, be sure they are empty with the drain plug screwed back in
- Vacuum carpet and sweep hallway
- Take out trash, including outside cans (dispose of at Stadium Apts. dumpster)
- Make sure ALL doors and windows are locked
- Close shades on windows and be sure 2x2 is in window jam
- Put books and videos away in the back room
- Make sure teapot, coffee maker, and hot water heater are unplugged
- Turn down thermostat in classroom if baseboard heat was used
- Turn on hallway fan
- Bring water jug back into town if it needs to be filled, or fill at Jay Cooke SP
- Turn off TV ,VCR/DVD and tidy up classroom
- Stock catalogs and brochures on outside of building
- Turn off all lights, except security light on east side of building
- Lock doors and gate on the way out

Course Wrap-Up

- Remove nose plugs from helmets and hung
- Remove tape name tags from helmets
- Return van keys and give folder back to Beth

Aquatic Center Opening & Closing Checklist

Opening

- Bring in full water jug
- Pick up trash outside the building and on beach
- Be sure satellite toilet has TP in it
- Put hot water on if necessary
- Open doors facing parking lot

During Courses

- Lock all doors when not inside the building
- Fill out Check Out form for all inventory leaving the Park Point facility (examples: Split Rock Sea Kayaking, Apostles Sea Kayak Trip, Freshman Trips)

Closing

- Hang all wet gear in cage, zip and clip all PFD's, Remove nose plugs and hang above bench
- Vacuum all kayaks after use and put away in their proper place
- Make sure teapot, coffee maker, and hot water heater are unplugged
- Bring water jug back to UMD if it needs to be filled
- Turn off AV equipment, put books and videos away in cabinet and sweep classroom
- Stock catalogs and brochures on outside of building
- Take out trash (dispose of at Stadium Apts. dumpster)
- Turn off all lights
- Make sure ALL doors and gates are locked

Course Wrap-Up

- Remove nose plugs and hang
- Hang all wet paddle floats
- Return van keys and give folder back to Beth