

**INTRO Paddling Leader Guide
Spring 2003**

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INTRO Paddling Leader Guide

This guide provides a basic overview of knowledge that will help the INTRO Paddling Leader to provide safe and fun trips for the INTRO community. It also covers requirements for INTRO Paddling Leaders. To be an INTRO Paddling Leader, you must attend a training session in which this material is discussed and you can demonstrate your ability to handle a boat.

INTRO Paddling Leaders only lead beginner and intermediate flatwater trips on rivers, lakes, and ponds. We do not run tidewater trips or sea kayaking trips. These trips are provided by the Boston Chapter Paddling Committee. The only night canoe trips that INTRO runs are on lakes and ponds, and on the Charles River in Newton. We do not run night trips on other rivers. All canoe trips must be submitted to the INTRO Canoe Coordinator. All leaders and co-leaders must be certified INTRO Paddlers. **All participants must sign a waiver form.** While we do use both kayaks and canoes, the focus in this guide is the canoe.

Basic Canoeing

Using the entire upper body to transmit power is essential to good stroke technique. The torso muscles are more powerful than your arm muscles and can work for longer periods of time without tiring. All strokes should happen in front of your body. The upper and lower body should act independently of each other. This allows the upper body to be involved in a stroke while the lower body may lean the boat in another direction. Place your paddle in the water where you want the boat to go and pull the boat to that spot. Get into a rhythm: stroke, glide, stroke, glide.

Canoe Forward Stroke - Keeping your arms straight, extend the paddle towards the bow and plant it in the water as far as possible on one side of the boat. Pull the boat to that spot. The person in the bow and the person in the stern paddle on opposite sides. From time to time, they switch sides.

Corrections - The result of the canoe team's forward strokes may be corrected by stern paddler using a pry or j-stroke while the boat is moving. It may also be corrected by the bow paddler using a draw or cross draw.

Pry Stroke - At the end of a forward stroke, turn your top wrist so that the thumb is facing back towards you. Start your blade against the boat and quickly pry water away from it once.

J-Stroke - This is a modified forward stroke. As you pull the boat towards the point that you started your paddle in the water, turn the last part of the stroke into a modified small pry.

Draw Stroke - Turn your torso towards the direction you want the boat to go on your paddling side. Extend the paddle with the flat of its blade parallel to the broadside of the boat and plant it in the water. Pull the boat towards that spot in the water.

Cross-Draw Stroke - This stroke is a version of the Draw Stroke but is performed on the side you are NOT paddling. Turn your torso towards the direction you want the boat to go and extend across the boat to the point in the water to which you plan to pull the boat. Plant your paddle in the water and pull the boat to that spot.

Canoe Reverse Sweep - This stroke is the opposite of the Forward Stroke. Extend the paddle behind you with the blade parallel to the water. Plant the paddle in the water as far back as you can and pull the boat to that spot. If both you and your partner are in rhythm and can do this simultaneously, it will be quite effective.

Bracing - If your canoe is starting to tip over, quickly extend your paddle with the blade parallel to the water surface and slap the water hard. In most cases, it will encounter resistance and bounce back without tipping.

Trip Rules

1. Always have a leader and a sweep.
2. NEVER GO AHEAD OF THE LEADER.
3. Always keep an eye on the boat behind you and let the leader know if there is a problem.
4. Don't stand up in the boat.
5. Make sure all your belongings are secured to the boat.

Signals

Stop - Hold the paddle with both hands at shoulder length parallel with the water.

All Clear - Hold the paddle vertically overhead, blade up, with the flat of the blade towards the audience.

Help/Emergency - Hold the paddle vertically overhead, blade up and wave it from left to right at moderate speed. If you have a whistle, blow it in three long blasts.

I'm OK - Pat the top of your head repeatedly, and yes, it's OK if you grin.

Safety

NOTE: There must be a PFD (Life Jacket) in the boat for each paddler and they must be worn at all times in the spring and fall.

Alcohol

Alcohol causes vasodilation which can result in colder body temperature. It also impairs judgment and the ability to respond quickly to impending danger. Alcohol should not be consumed on the INTRO trip - wait "til afterwards...

Hypothermia

Hypothermia is a concern all year round. Participants should be kept warm and dry, wearing polypropylene and layers whenever possible. Signs of hypothermia include sluggish speech, shivering, poor color, lack of muscle coordination. Give food for fuel and energy, warm the body from the outside in. In severe cases, do not exercise or cause cold blood from the extremities to be circulated to the body core. Get medical help.

Beginners

Because most of the trips we run are suitable for beginners, we tend to do easier and safer trips. But please don't forget that you are dealing with inexperienced participants. They need to be watched carefully at the start of the trip and evaluated for the amount of independence you can allow. Always put beginner paddlers with experienced paddlers.

Trip Size

We recommend that INTRO trips consist of between four and 15 boats. Four boats is a good number to handle any emergency and 15 is the maximum size that two leaders can handle. If you have a large number of boats, because you are usually traveling single file, it is harder to be near the boat in trouble and you can lose track of some participants.

Ponds and Lakes

Strong winds - Ponds and lakes can be quite tranquil early in the morning or at night. During the day, however, strong winds can come up very quickly, especially in coastal areas. Waves can actually be 1-2 feet and swamp a canoe. Unlike river paddling, on the larger lakes, you are often far from shore and capsizing in cold water can bring on hypothermia quickly.

Change your plans - In the name of safety, be ready to change your plans. If it's windy, switch to a small river or go hiking instead.

Big wakes - You need to be concerned with big boats - with big wakes. When encountering a large wake, quickly point the bow of the boat just off a 90-degree angle perpendicular to the wake. The object is to avoid swamping the boat by being hit broadside with the wake. Always make sure that all participants wear their life jackets.

Lightening - If an electrical storm comes up, get OFF THE WATER. Guess what the tallest point on the water is? You!!

Submerged objects - Sometimes, there are submerged objects such as trees, broken boats or trash that can't be seen in murky waters.

Nesting geese and swans - Don't go near these guys while they are nesting or they will get you!

Waterfowl hunting season - Avoid waterfowl areas during hunting season. Find out when hunting season is by contacting the following:

Connecticut Department of Environmental Protection, Wildlife Division	203-566-4683
Massachusetts Division of Fisheries and Wildlife	617-727-3151
New Hampshire Fish and Game Department	603-271-3212
Rhode Island Division of Fish and Wildlife	401-789-3094
Vermont Fish and Wildlife Department	802-244-7331

Rivers

Sudden changes in water level - If you encounter a weir (a small dam to divert water), it can be dangerous because it can create dangerous re-circulating whirlpools. Rivers are always changing and can be vastly different at different water levels.

Strainers - Strainers are exposed tree roots and branches usually along the banks of the river. They will entrap boats and swimmers and it is sometimes difficult to rescue people from them. Overhanging branches are not as flexible as you think.

Undercuts - Undercuts are angles rocks or sections of river bank that the water flows underneath. They are not always easy to detect and can entrap boats.

Roll Dams - Roll dams are man-made, usually not very high, which extend across the stream. They present a uniform drop across the entire stream and have the effect of a rolling action at the base which tends to pin the canoe under water.

Eddies - The eddy is a pool of flat calm water behind an obstacle such as a rock. It is a good place to rest in a river with a strong current. The eddy line is a line of disturbed water between the calm eddy and the river current. Cross the eddy line, which can be like a small wake, at an almost perpendicular angle to enter or leave the eddy.

Curves - When the river curves, the inside of the curve is more shallow and slower; the outside is deeper and has a stronger current. The outside of the curve is the area of greatest erosion and is more likely to have strainers.

Rescues

Boat-Based Swimmer Rescue - A paddler can often assist a swimmer by offering a swimmer a stern grab loop. The swimmer holds on and kicks with his/her legs to help the paddler get to shore. If the water is especially big or the victim is injured, the swimmer may crawl partially on to the stern deck to get further out of the water. NEVER grab the rescuer or the boat in the middle because you may cause the boat to capsize.

River Current - If the paddler has been dumped into a river with current, it is important that the paddler stay upstream of the boat, hanging on to the paddle. It may be advisable to paddle to shore without the boat.

Righting a Boat - If a boat has filled with water, it is best to tip it over in the water from the broadside and then tow it to shore. Make sure that all equipment is located and secured to the boat. Make sure the paddlers are warm and dry; then reload the paddlers into the boat.

Pinned Boats - Be very careful of pinned boats. When released, they have a tendency to jump and move unpredictably resulting in injury to participants.

Fear - When you are frightened, your body reacts quickly to help you survive the threat. Your heart beats more rapidly and you breathe more rapidly to get more air. Your stomach tightens and your blood pressure rises due to vasoconstriction. Your liver makes more sugar and energy rushes to your arms and legs to help you "fight or flee".

You may want to encourage the rescued paddler to have a drink or snack following the crisis if they have not been injured and to continue to observe them for a short time after the incident.

Always send in an incident report with your trip report.

Trip Planning

Basic Planning Steps

1. Choose the location.
2. Research the location in a guidebook. How far will you travel? How long will it take?
3. Scout the trip - do not rely on the guidebook.
4. Locate an outfitter and determine the trip price.
5. Obtain co-leaders and write the trip notice.
6. Screen and register trip participants.
7. Review paddling basics and First Aid.
8. Pack First Aid and other supplies.

What to Bring

Equipment

Bailer	Matches
Bandana	Space blanket
Camera in waterproof bag	Spare paddle
Compass	Sunglasses
First Aid Kit	Sunscreen
Folding knife	Throwline
Folding saw for removing small windfalls	Trip Participant forms: liability release, allergies, and emergency contact
Guide book and/or topographic maps	Water
Hat	Waterproof bags
Insect repellent	Whistle
Lunch and snacks	

Clothing

Soft sole shoes are preferable in a canoe. Old sneakers are good for wading. Wool socks have insulating value even when wet. Short pants don't protect you from poison ivy, thorns, mosquitoes, or sun. Polarized sunglasses improve your vision in the water. Dress in layers using polypropylene if possible. Wind breakers, hats, and fingerless gloves help keep you warm.

On the trip

1. If the trip is on a river, check the water level.
2. Introduce all participants and leaders.
3. Match up paddling partners making sure that beginners are matched with experienced paddlers.
4. Pre-trip talk about the location and trip guidelines - if river trip, mention strainers.
5. Review basic strokes with participants.
6. Load and enter boats.
7. Inspect all boats.
8. While paddling, observe participants, helping those that may struggle - change partners if necessary.
9. At end of trip, ask for feedback and publicize other INTRO trips.
10. Help all participants pack up.

Ponds and Lakes vs. Rivers

Ponds and lakes trips have the advantage of eliminating the need to Spot Cars. Everyone goes out together on very quiet water. It's quite easy to cluster off shore for a quick beginner's lesson before starting out. Often, there will be islands to navigate around or explore and places to picnic or swim.

Rivers are very forgiving to beginners, especially narrow rivers. They always flow downstream and carry the boat along. On a narrow river, the beginner can accidentally bump into the shore, bounce off, and be carried along by the river. However, on the river, you will occasionally encounter obstacles such as a log that has to be portaged over, a bit of quick water, or a strainer. In swampy areas, occasionally, you may find a water snake sunning itself on a branch. Since you may not know for sure what kind of snake it is, you should avoid knocking it into your boat. And of course, unless you plan to go up or down the river and then return to the spot at which you launched, it is necessary to Spot Cars.

Spotting Cars

Spotting Cars simply refers to putting cars at both ends of a river before embarking on your trip. Usually, you put most of the cars at the end of the river route and use 1-2 cars to transport drivers back to the launch site. After the trip,

Property Rights

While rivers are open to the public for boating, shorelines are often private. Some shorelines are posted, PRIVATE PROPERTY - NO TRESPASSING; others are not. It is best to consider all land private unless it is obviously otherwise. Unposted land is not an invitation to stop and visit. Claiming that you were lost or that you thought you had a right to be there is not a defense to a trespass action. In practice, it is rarely worth the trouble and expense to take a trespasser to court. If you are polite and agree to leave promptly by an agreed route, that is usually the end of the matter.

Paddlers and the Environment

Paddlers travel through many areas, some of which are inaccessible to any other form of transport. If paddlers see any damage, dead fish, large cans or canisters, discharges or a change in the color or smell in the water, they should note the area, possibly take photographs and contact the environmental agency.

Whenever possible, remove snagged lines left by fisherman so that birds, animals, and paddlers don't get caught in the lines. Bring along a garbage bag and pick up cans and trash when you can.

Inclusiveness

Water provides a unique, level playing field for people from all backgrounds. When including people with disabilities on your paddling trips, ask them what they want and let them determine their needs. Work together on ability; not disability. Do not define participants by the medical nature of their health state. Pay attention to individual personalities and achievements.

When putting together a paddling trip that will include wheel chair participants, consider how far the water's edge is from the car and how level the access to the boat is. Are there accessible toilets close to the activities? Schedule some stopping points for rest. Check the position of the participant to assist them in ensuring that their body is properly aligned in the boat. Since they may not be able to feel, periodically and discretely check their position during the trip and also try to ensure that their bodies are kept warm. Some wheel chair participants may need a private area to empty a urinary bag. Make sure that any medication that a participant may need during the day is accessible to the individual.

For participants with visual impairments, consider the design of maps and the needs of guide dogs.

Color coding of your equipment and simple signs or labels aid the person who is deaf or hearing impaired.

Screening for trips

1. What kind of previous experience does the participant have?
2. Have they gone on other AMC trips? With whom?
3. Describe what will be involved on this trip and explain that they will be asked to sign a liability waiver.
4. Ask if they have any questions.
5. Are they an AMC member?
6. Do they have any allergies?
7. Explain where to meet and to whom trip fees should be sent.

What to say at the beginning of the Trip

1. Introduce everyone.
2. Describe the trip.
3. Go over the trip rules.
4. Review basic canoe strokes.
5. Mention potential hazards and go over universal canoe signals.

Trip Ideas

New Hampshire

Squam Lake

This is a great summer trip run at the end of June or in July and August. It can include swimming and picnicking. Rent canoes from Ski Fanatics at Exit 28 on I-93 in Campton (603-726-4327). If you rent 9-10 canoe, they will deliver to the lake.

Launch at Squaw Cove. Go down Rt. 113 past the Morgan and Percival Trailheads, just past the town line for Sandwich. Watch for Metcalf Avenue on the right. (you will miss it if you blink!). Drive down Metcalf (a dirt road) until you come to a clearing and you see the water on your left. There is parking on right opposite this clearing.

Paddle out of Squaw Cove and around the outside of Hoag Island. Paddle to the Five Finger Peninsula Area which is UNH property and welcomes picnickers. There is a mile long wooded loop trail. On the trip back, circle the inside of Hoag Island back to Squaw Cove.

Massachusetts

Moonlight Canoe Trip on the Charles

This is an easy trip to run because there are few preparations required by the leaders. It's particularly nice if you can run it during a full moon period. Parking is available in a dirt parking lot on the west side of Rt. 128. Then the participants walk across Rt. 128 to the Charles River Canoe and Kayak outfitter on 2401 Commonwealth Avenue in Newton (617-965-5110). Participants are asked to bring a potluck item for dinner and the rental fee for ½ of a boat. The leaders bring paper goods: small bowls for appetizers and desserts, plates, utensils, and cups. They also bring two garbage bags.

While the co-leader is checking people in and asking them to sign the outfitter's waiver form, the leader should be working with the boat house staff to set up canoes, paddles, and life vests. Then the group is gathered together, introductions are made, details of the trip and what to expect are reviewed. Please emphasize that participants should not go ahead of the leader. This is a lazy trip but there are some side passages where a participant who has strayed from the group can get lost. You can not keep track of beginners if you have to keep chasing speeders.

The group departs TOGETHER upstream and after about 15 minutes paddling, ties boats up together to have dinner appetizers. They are passed around and savored, then all is packed up and waste discarded in the garbage bags. After about ½ of paddling, reaching the destination you have chosen, the boats again tie up to each other and share dinner and dessert. Following dinner, once again stuff is packed up and discarded in the garbage bags. The only thing that remains is a pleasant paddle back to the boat house in the dark. Be sure to count the participants that return. Then return to the outfitter to pay the bill. Although, you may have reserved 15 boats, you will only be charged for the boats that were used.

Rhode Island

Most of the canoeing opportunities in Rhode Island are in the southern part of the state. You are usually going to need to "spot cars".

No trip to Rhode Island is complete without a stop at:

Allie's Donuts 3661 Quaker Lane North Kingstown, RI 401-295-8036	Homemade donut and homemade fillings
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Outfitters

New Hampshire

Name	Address	Phone
Alpine Adventures Snowmobiling	224 Main St., Lincoln, NH	603-745-9911
Contoocook River Canoe Co. Canoe and Kayak Rentals and Sales	9 Horse Hill Rd., Concord, NH	603-753-9804
Freshwater Boats and Outfitters	2 Lily Pond Rd., Guilford, NH	603-527-9100
Outback Kayak Company	Main St., N. Woodstock, NH	603-745-2002
Outdoor Outfitters	99 Main St., Lincoln, NH	603-745-4806
Pemi Baker River Adventures	33 Sanborn Rd., Plymouth, NH	603-536-5652
Ski Fanatics	Rt. 49, Campton, NH (Exit 28 on I-93)	603-726-4327
Squam Lake Boat Livery	Holderness, NH	603-968-7721
Squam Lakes Association	Squam Lake	603-968-7336
Wild Meadow Canoes & Kayaks	Rt 25, Center Harbor, NH	1-800-427-7536

Massachusetts

Name	Address	Phone
Berkshire Outfitters.Com	Route 8, Adams, MA	413-743-5900
Billington Sea Watercraft	Plymouth, MA	508-746-5644
Buzzards Bay Kayak Instruction	489 Old County Road, Westport, MA	508-636-0300
Charles River Canoe & Kayak	2401 Commonwealth Ave, Newton, MA	617-965-5110
Concord Canoe Service	496-502 Main, Concord, MA	508-369-9438
Duke Marine, Inc	50 Industrial Ct, Seekonk, MA	508-336-2249
Foote Bros Canoe Rentals	Topsfield Rd, Ipswich, MA	508-356-9771
Kayak Lab, Inc	18 Regina Drive, Chelmsford, MA	508-256-5515
Lane Yacht Management Group	P.O.Box 122, E. Sandwich, MA	508-888-3209
Lew Horton Outfitters	450 Waverly, Framingham, MA	508-237-2735
Martha's Vineyard Kayak Co	P.O. Box 4114, Tisbury, MA	508-693-0895
Nashoba Paddler Rentals/Tours http://www.nashobapaddler.com	Route 225 At Noshoba River, West Groton, MA	978-448-8699
Waquoit Kayak Co., Inc.	1209 E. Falmouth Hwy., E. Falmouth, MA	508-548-9722

Rhode Island

Name	Address	Phone
Four-Point Canoe Outfitters	64 Nooseneck Hill Rd., Wyoming, RI	401-539-7248
Hope Valley Bait and Tackle	Main St., Wyoming, RI	401-539-2757

Reference Books

River Guides

McAdow, Ron; *The Charles River, exploring nature and history by foot and canoe*; Bliss Publishing Company, Inc, P.O. Box920, Marlborough, MA 01752. 2000.

McAdow, Ron; *The Concord Sudbury and Assobet Rivers, a guide to canoeing, wildlife, and history*; Bliss Publishing Company, Inc, P.O. Box920, Marlborough, MA 01752. 2000.

Smith, Charles W. G.; *Water Trails of Western Massachusetts*, Appalachian Mountain Club Books, Boston, MA. 2001.

Webber, Ken, *Canoeing Massachusetts, Rhode Island, and Connecticut*. New Hampshire Publishing Company, Somersworth, NH. 1980.

Lakes and Ponds

Wilson, Alex; *Quiet Water Canoe Guide: Massachusetts, Connecticut, and Rhode Island*; Appalachian Mountain Club Books, Boston, MA. 1993.

Wilson, Alex; *Quiet Water Canoe Guide: New Hampshire and Vermont*; Appalachian Mountain Club Books, Boston, MA. 1992.

Canoe Handbooks

British Canoe Union, *Canoe and Kayak Handbook*, Pesda Press -Wales. 2002.

If you have suggestions, comments, or additional information that could be added to this guide, please contact Mary Mady, mmady@mindspring.com.

INTRO Trip Report

Please fill out and mail this trip report for ALL trips (day and overnight) within two weeks of the trip. It provides valuable trip statistics for both the INTRO Committee and the Boston Chapter. Please complete this form even if the trip was cancelled. Thank you for taking the time to fill this out.

Date(s) of Trip:

Trip Title:

Trip Type:

Ski/Snowshoe

Hike

Bike

Walk

Trail Maintenance

Dance

Paddling

ASL

Location: (State)

Leaders:

Co-Leaders:

Did the trip go? Yes NO If not, why not?

Were any qualified people turned away? Yes: number _____ No

Total number of participants on the trip

Male

Female

Total

If weekend trip:

Name of Lodging Facility:

Address:

Cost of facility per person per trip

What does this include? (circle all that apply) Beds Bedding Meals Kitchen Other

Trip Detail and/or incidents

Trip fees:

The INTRO Committee charges a fee per participant of \$3 per person for weekends.

There is no fee for day trips. Make checks payable to: AMC INTRO Committee.

Send check with this form to:

INTRO TRIP REPORT COORDINATOR

Please use the back if you need more space for comments.

**ACKNOWLEDGMENT OF RISKS, ASSUMPTION OF RISKS, AND RELEASE AGREEMENT
FOR AMC VOLUNTEER-LED ACTIVITIES**

Chapter / Activity: _____ **Leader(s):** _____ **Trip Date(s):** _____

Please return this form to your committee or chapter representative when your activity is complete or mail to:
AMC Volunteer Release Agreement, 5 Joy St., Boston, MA 02108 OLDC 2/2/02

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY BEFORE SIGNING. In consideration of the services of the Appalachian Mountain Club, Inc., a charitable, not-for-profit corporation, organized and existing under the laws of Massachusetts, and its chapters, including all officers, employees, representatives, volunteers (including leaders and co-leaders), members and all other persons or entities associated with it (collectively referred to in this Document as 'AMC'), **I acknowledge and agree as follows:**

AMC volunteer-led educational and/or recreational activities may include, but are not limited to hiking, backpacking, camping, biking, skiing, maintenance of trails and facilities, mountaineering, rock and ice climbing, canoeing, kayaking, sailing, use of AMC huts or other facilities and transportation or travel to and from activities (referred to in this Document as 'activities' or 'these activities'). **The leaders of these activities are volunteers. They are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group.** I take responsibility for having appropriate skills, physical conditioning, equipment and supplies for these activities.

These activities include inherent and other risks, hazards and dangers that can cause or lead to injury, property damage, illness, mental or emotional trauma, paralysis, disability or death to participant or others. Some, but not all of these risks, hazards and dangers include: hazardous and unpredictable ground, water or weather conditions; misjudgments made by leaders, co-leaders, participants or others; travel in remote areas that can cause delays in transportation, evacuation and medical care; equipment that can fail or malfunction; the potential that the participant or others (e.g. co-participant, driver, medical and rescue personnel) may act carelessly or recklessly. I understand that AMC staff, leaders or other personnel cannot assure participant's safety or eliminate these risks. **I am voluntarily participating with knowledge of the risks. Therefore, I assume and accept full responsibility for the inherent and other risks of these activities (both known and unknown), and for any injury, damage, death or other loss suffered by me, resulting from those risks.**

I agree to release and not to sue AMC (as AMC is defined above) in regard to all claims, liabilities, suits, or expenses (hereafter collectively 'claim' or 'claims'), **including claims caused or alleged to be caused by the negligence of AMC (but not its gross negligence or intentional or reckless misconduct)**, for any injury, damage, death or other loss to me in any way connected with my participation in these activities, or my use of AMC equipment or facilities. **I understand I agree here to waive all claims I may have against AMC**, and agree that neither I, nor anyone acting on my behalf, will make a claim or file a lawsuit against AMC.

I agree that the substantive laws of Massachusetts govern this Document and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts. **Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.**

I HAVE CAREFULLY READ, UNDERSTAND AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY MINOR CHILDREN AND OTHER FAMILY MEMBERS, AND MY HEIRS, EXECUTORS, REPRESENTATIVES AND ESTATE.

Name	Signature	Date	Allergies	Emergency Contact	Phone #
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

INTRO Incident Report

In the event of an accident or unusual incident, please turn this report in with your trip report.

Date: _____ Location: _____

Type of Event: _____

Leaders:

Name	Address	Phone	E-Mail

Co-Leaders:

Name	Address	Phone	E-Mail

Individuals involved in the incident:

Name	Address	Phone	E-Mail

Witnesses:

Name	Address	Phone	E-Mail

What happened? (Please give accurate times and actions and use back of sheet if necessary.)

How was the incident resolved?