



Victoria Canoe and Kayak Club

Victoria, British Columbia, Canada

VCKC Kayak Booking - Guidelines

NOTE: Please do not share door and lock combinations with non-VCKC members.

To help you have a safe and enjoyable paddle, please

1. Check the club kayak you have signed out:
 - Ensure that everything is working as it should (foot braces adjust properly, skeg extends and retracts as designed, kayak shell is intact and not showing any cracks or other damage that may interfere with the kayak operating as intended OR that may compromise your safety.)
 - Please, contact Boat Booking Volunteer immediately (contact information below) if there are any problems **BEFORE** you take the club kayak on the water.
 - If the problems begin while you are using this kayak OR are only noticeable once you are out on the water, please, contact Boat Booking Volunteer **IMMEDIATELY AFTER YOU RETURN THE BOAT AND GEAR TO THE CLUB.**
2. Sign out boat /gear using the log book found in plastic tub on top shelf in kayak locker.
3. Safety gear in kayak locker: paddles, and extra PFDs. The two longest paddles are for the double kayak (check markings on back of paddle). Only take a PFD from the locker if the PFD with your kayak does not fit you.
4. Safety gear with kayak: spray skirt, PFD, pump, throw-rope-bag, paddle float, and sponge.
5. Lock the locker.
6. Lock door on way out.
7. After your paddle: use hose outside to wash off kayak, paddle, and rest of the gear and drain off as much water as possible prior to bringing kayak and equipment inside.
8. Wipe off excess water from inside cockpit and hatches with sponge, and leave hatch covers off to air dry.
9. Roll up hose and tidy up after yourself.
10. Lock up all clean, damp gear with kayak.
11. Lock up paddle in kayak locker.
12. Sign boat & gear back in.
13. Lock the locker.
14. Turn off light and lock door on way out.
15. If there are any problems, please **NOTIFY BOAT BOOKING VOLUNTEER AFTER YOU RETURN THE BOAT AND GEAR TO THE CLUBHOUSE.**

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