

GENERAL INFORMATION FOR TEAM LEADERS

Thank you for making the choice to raft with Kings River Expeditions. We have been a Recreation Service Partner of the United States Forest Service since 1972. The Kings River is one of California's last free flowing, wild rivers, and it is protected as a Special Management Area by the United States Forest Service. Commercial use is limited to protect the natural resource and ensure the most secluded and scenic rafting trip possible.

The Kings River is rated a Class III on the Western Scale, which is perfect for both first time and veteran rafters. Each day, we raft a 102 mile stretch of river with over 30 named rapids. The Kings River is 12 hours east of Fresno, about 5-6 hours from the Los Angeles area, and 4-5 hours from the Bay Area. We are above Pine Flat Reservoir in the Sierra/Sequoia National Forests. Be sure to order maps from our office for each of your drivers. You can also print maps and get additional information from our website www.kingsriver.com

Our base camp, Twin Pines Camp, is spread out over about 12 acres along the upper Kings River just after you cross the Kings River Bridge. The main camp area consists of a kitchen and dining area under a large canopy, a volleyball court, horseshoe pits and a clean restroom and dressing room facility. We do not have phones or electrical outlets in camp.

Teams

A team consists of a minimum of 11 paying rafters up to a maximum group size of 72. For every 11 paying guests, the team leader earns one free pass.

Benefits of being a Team Leader

- ! One free pass for every 11 paid rafters
- ! Free use of a KRE wetsuit
- ! Team Leader Hat and T-shirt
- ! Free use of a KRE tent
- ! Priority reservation status for next year

Benefits of being a Team Member

- ! Each (rafting) member of the team receives a \$15 per person discount on two day trips and a \$7.50 per person discount on one day trips. Additional discounts are given to rafters under 18 and over 65 years of age.
- ! Returning teams have priority reservation status which entitles you to reserve a place for the same number of rafters on corresponding dates the following year (in advance of the January general reservation date). This is an important advantage because a large percentage of each season's trips are booked a year in advance.
- ! Our paperwork is reduced with savings passed on to guests.

! Ride sharing saves gas.

Responsibilities of the Team Leader

- ! Makes reservations
- ! Prepares roster
- ! Collects money
- ! Distributes information
- ! Maintains contact with the Kings River Expeditions office

Reservation Statement

When you make a reservation, you will receive a statement listing your trip date(s), number of rafters, fees, payment due dates and payments received. Check this information to make sure it is correct. When you make a payment, an updated reservation statement will be mailed to you showing the payment and new balance due.

Trip Start Time Reminder

Please note: Our two day trips start at 10:00 am. One day trips begin at either 7:00 or 10:00 am. Please check your reservation statement carefully for your trip start time.

The U.S. Forest Service closely monitors our camp departure and trip launch times to limit traffic and crowding at the put-ins. Because of this, we must adhere to a pre-determined launch schedule.

Deposits

All paying rafters need to send a **\$40 non-refundable deposit**.

Groups of less than 11 paying rafters send the \$40 per person deposits within seven days of making a telephone reservation.

Team members (11 or more paying rafters) send deposits in two payments. A booking deposit of \$240 is due in our office within seven days of making a telephone reservation. The deposit balance, which should total \$40 per person and includes the \$240 booking deposit, is due one month later.

Check your reservation statement for correct dates and amounts due. An updated statement will be sent to you (the team leader) after each payment is made.

Start getting a definite commitment from your potential team members right away. In the past, individuals without advance financial obligation have, on occasion, changed their plans at the last minute. This creates problems for the leader and other team members. It is best to sign people up **as they hand you their \$40 non-refundable deposits**.

Forms of Payment

The easiest, most efficient method of confirming space and making payments is with a VISA or MasterCard. When making credit card payments by phone or mail please include the following information:

- ! Account number
- ! Exact name, address and area code/phone number of card holder
- ! Card expiration date
- ! Exact amount to be paid to Kings River Expeditions

Individual checks made payable to Kings River Expeditions can be forwarded to us in one envelope. Checks can also be made payable to you as team leader and you can mail a single check to the Kings River Expeditions office. Please make sure your Team leader name and reservation date is noted on the check.

Please do not mail cash and remember to allow time for mailing so payments reach the office on time. Receipts for each check and/or credit card payment received will be mailed to the team leader.

Rosters and Final Payment

Add names and all necessary information to your KRE roster at the time you collect the deposits. Please notice that campers and rafters are listed separately on the roster. Record substitutions and address changes, and mail a copy of your completed roster with the final payment. We will mail a Visitor's Acknowledgment of Risk form, a "What to Bring" list and a map to every person on your roster. Team members can also print each of these forms from our website, www.kingsriver.com. We must have accurate rosters with correct names, addresses and telephone numbers for use in trip administration and in case of emergency.

Final trip fees are due in our office 45 days prior to departure. You will receive a reminder two weeks in advance.

The 45 day deadline for final payment is the last day space will be held. If final payment is not received by the due date, individuals on the waiting list have priority for available space on the 44th day preceding the trip. If final payment arrives late and the space has been booked, you may choose an alternate date or request a refund less the **\$40 per person non-refundable deposit**.

Cancellations, Refunds and Transfers

This is important information to pass along to your team members.

All monies are immediately refunded in the unlikely event that Kings River Expeditions is forced to cancel due to river conditions.

In cases of cancellation by guests, **all \$40 deposits are non-refundable**. Guests who provide written notice of cancellation 31 or more days prior to the trip departure will forfeit the \$40 per person deposit fee only. Cancellations 21-30 days prior to the trip will receive a 50% refund of the trip cost. Reservations transferred to an alternative date can be made with no penalties 30 or more days prior to the original reservation date.

No refunds will be made on cancellations within 20 days of departure.

Substitutions can be made with no penalty. There are no exceptions to this policy.

Substitutions

Substitutions occur frequently as individual plans change. These changes should be handled by the individuals. The leader should be aware of any changes. If Casper Milquetoast discovers he will be unable to make the trip he should find his own replacement and make the necessary financial arrangements with that person. The leader then simply forwards the information to our office advising us of the change.

Visitors=s Acknowledgment of Risk

Kings River Expeditions has an excellent safety record. Since we started rafting the Kings River in 1972, we have not had a drowning and injuries have been limited and few in number. There are, however, certain risks connected with outdoor activities which must be assumed by each participant.

A Visitor's Acknowledgment of Risk form is enclosed for you to look over, sign and return. We will send one of these forms and a letter of explanation to each member of your group upon receipt of your roster 45 days prior to your trip.

To validate reservations the signed forms must be returned to the Kings River Expeditions office at least two weeks prior to your trip date.

Rafting Equipment

We use 13 2= self-bailing Hyside rafts that hold 6 paddlers plus one guide. Everyone is given a paddle and a life jacket. Helmets are also available. We require all rafters to use our life jackets and equipment.

Wet Suit Rentals

Plenty of quality wet suits and booties in all sizes are available for rental in camp. It is not necessary to reserve them in advance. Farmer John wetsuits and Body Glove paddle jackets are available for \$7/day each and booties for \$3/day.

Tent Rental Reservations

For the convenience of our guests who do not own camping gear, a limited supply of tents are available. Our rental tents sleep two people and include two foam mattresses. They rent for \$20 a night and must be reserved in advance. Tents are set up in camp for the season and are recommended through mid-June. Call our office to check availability

T-Shirts

All Kings River Expeditions guests receive a complimentary t-shirt at the end of regular priced trips.

Videos / Photographs

Action videos and photographs are taken of each boat on the first day of almost all two-day expeditions (10:00 am trip starts). These are available for guests to purchase.

Beer and Wine

We serve wine with dinner and have cold beer on tap after the day's river run for guests 21 and over. Guests consuming alcohol on the day of travel should designate a driver.

About Pets

Please discourage team members from bringing pets into camp unless the pet will be supervised and cared for throughout the day. An unleashed pet can quickly create an unsanitary and unpleasant situation simply by wandering around our open kitchen and dining area. Out of respect for all of our guests, pets are not allowed in camp during meal times and must be kept on a leash in the general camp area at all times.

Child Care

Potential team members may be hesitant to commit because they cannot find anyone to watch their young children. Here are a couple of ideas to pass along:

Team members can bring their young ones. On two-day trips, many couples switch off a day of rafting and a day of watching the kids. If all of the adults want to raft, have the couples with kids pitch in and hire a sitter to come on the trip and watch the kids while the parents are on the river. A \$80 camper fee will cover the sitter's meals, entertainment, etc., and relieve the parents of the babysitting duties. Children under six are welcome at no additional cost.

Weather

We raft rain or shine and have had fantastic experiences in all types of weather. If you would like to know current weather conditions prior to your trip, call (559) 442-1212 and listen to the recording. The weather on the river will be similar to Fresno's weather. The recording may state specific weather conditions for the foothills east of Fresno, which would include the Kings River.

Mailing Lists

New guests on your roster will be placed on our mailing list to receive future bulletins and brochures (unless they request otherwise). This list is not made available to other firms or groups.

Posters

To help promote your trip, we can send you a couple of color 82" x 11" posters listing your trip dates and a contact person. Post these up on bulletin boards and they will generate a lot of interest in your upcoming trip.

Gift Certificates

Trip gift certificates can be purchased by contacting the Kings River Expeditions office. They make great gifts for Christmas, birthdays, graduations, and anniversaries. Why not surprise someone with a Kings River Expedition!