



# Outfitter and Guide -- Whitewater Rafting Expeditions

## Initial License Application



Does your company/outfit currently hold a general Outfitter & Guide license:      YES      NO

If YES, what is your O&G license number: \_\_\_\_\_

### Section 1.0 Applicant Information

Company Name	
Owner Name	
Company Address	
Mailing Address	
Contact Person	
Telephone	
Fax	
E-Mail	
Website	

### Section 2.0 List of Owners, Partners, or Corporate Officers if this is a Partnership, Corporation, or other Legal Entity

Name	Title

### Section 3.0 List of References (Provide a minimum of three (3) references)

Name	Address and Phone Number

### Section 4.0 Senior Staff River Experience

Summarize the responsibilities and experience of company principals and senior river staff (river/operations manager, senior guide, trip leaders, etc.) in regard to operating a successful commercial rafting operation. Additional pages labeled *Attachment 4.0* may be attached if necessary.

Name	Title	Responsibilities and Experience

**Section 5.0 Operational Information**

List the rivers for which a license is sought and identify proposed put-in, take-out, lunch, and overnight locations to be used on each river. Multiple combinations of put-in and take-out locations can be used on each river for different river trip products. Be sure to list all combinations you plan to use, and estimate the percentage of your company's river operations that will use each combination. Attach copies of deeds, leases, or letters of intent which demonstrate your right to use any private accesses listed below as *Attachment 5.0*.

**Location of outfitter basecamp:**

<b>River</b>	<b>Put-in Site</b>	<b>Take-out Site</b>	<b>Lunch Site</b>	<b>Overnight Site</b>	<b>% of Operation</b>

**Section 6.0 Trip Scheduling Information**

Describe your trip scheduling format, including information on the proposed trip launch times on each river segment and the minimum time interval between trips.

<b>River/Segment</b>	<b>Earliest Launch</b>	<b>Latest Launch</b>	<b>Interval Between Trips</b>

**Section 7.0 Five Year Outfitter Business Plan**

Summarize your business plan for the first five-year period of outfitting operations by providing the information requested in each of the following sections. Additional pages labeled *Attachment 7.1* to *Attachment 7.5* may be attached if necessary.

7.1 Provide an inventory of river equipment (i.e., rafts, etc.), emergency and safety equipment, and transportation equipment you plan to use at start up and after five years. Include the number and capacity of rafts, trucks, buses, etc.

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7.2 Estimate the number of annual user days, as defined by the WV Division of Natural Resources and the Whitewater Commission, you expect to use on each river segment on which you plan to operate during the first year of operation, and the projected number of annual user days in the fifth year of operation.

<b>River/Segment</b>	<b>1st Year</b>	<b>5th Year</b>

7.3 Describe your staff training program, including safety and rescue, equipment usage and maintenance, trip guiding and trip leading, customer service, and interpretation/information delivery.

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7.4 Describe the river trip products and services to be provided to prospective customers, including a demonstration of the need for such services for the commercial rafting public.

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7.5 Describe how you plan to market your river trip products and services to the rafting public, and how you plan to use your outfitting operation to promote tourism and related activities in West Virginia.

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**Section 8.0 Certification**

(I) (We) certify that (I) (We) are financially responsible citizens of the United States and (I) (We) possess the material and equipment as listed, to provide for the services and conveniences as advertised, and that such material and equipment shall be safe and free from infection and conditions inimical to the health and well-being of our customers. (I) (We) also certify that all personnel employed or used in the guide services will meet all qualifications established by rules.

(I) (We) further certify that (I) (We) are not more than six months in arrears in any child support obligations as outlined in the WV Code Chapter 48, Article 15. I also certify I am up-to-date on my Workman's Compensation and Unemployment Security payments to the State.

(I) (We) further agree to abide by the laws of the State of West Virginia, as prescribed under 20-2-23, 20-2-24, 20-2-25, 20-2-26, 20-3B-1, 20-3B-2, 20-3B-4, 20-3B-5, 20-7-12b, 20-7-16 of the State Code and Title 58 of West Virginia Legislative Rule promulgated pursuant thereto.

(I) (We) further agree to abide by Title 58 of West Virginia Legislative Rule, as prescribed under §58-12-4 (4.4) that details the necessary bond and liability insurance required to operate as a commercial whitewater outfit. (I) (We) further agree to hold a bond for each whitewater license and agree to maintain current insurance coverage.

(I) (We) further agree to abide by Title 58 of West Virginia Legislative Rule, as prescribed under §58-12-1-8 that details the necessary First Aid and CPR certifications for Trip Guides and Trip Leaders.

(I) (We) understand that, although DNR will not unilaterally distribute, disseminate or otherwise release information the applicant does not wish to be made public, applicant acknowledges and understands that DNR is a public agency of State government and may be obligated to release some or all of the information related to this application pursuant to West Virginia Supreme Court case precedent, the West Virginia Freedom of Information Act, West Virginia Code §§ 29B-1-1 et seq., or other applicable law and lawful judicial process.

**Signature of Applicant(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Taken, subscribed and sworn to before the undersigned in the county of aforesaid this \_\_\_\_\_ day of \_\_\_\_\_.

My Commission expires: \_\_\_\_\_

**NOTARY SIGNATURE:** \_\_\_\_\_

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**FOR DIVISION USE ONLY**  
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<b>Application Disposition</b>	<b>Approved</b>	<b>Denied</b>	<b>Date</b>
<b>Whitewater Commission</b>			_____
<b>WV DNR Director</b>			_____

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**WV DNR Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_