

TRIP LEADER PRE-TRIP PLANNING CHECKLIST

- Determine the minimum paddling skill and fitness level required for your trip. Keep that level to maintain safe conditions for all participants.
- Bring the appropriate charts and maps for all multi-day trips and for any day trips in areas that you do not know intimately.
- Ensure all participants sign the Trip Waiver & Liability Release Form and have a completed Medical Form attached to the underside of their front hatch. If the trip is multi-day, Trip Leaders should also have a copy of this form, to be kept confidential. After the trip, return all forms to the Tour Director except the Medical Form which should be returned to the participant .
- Notify the Communications Director and Tour Director if you decide to change the location or times of the trip. Keep participants aware of any changes.
- Give clear instructions about the plans for the paddle at the launch site.
- If you are unable to lead a paddle, find a replacement for yourself. Failing that, notify the Tour Director who will make the necessary changes to avoid cancellation, or if necessary cancel the trip.
- Carry a cell phone or Two Way Radios (available from the club). Encourage participants to do the same.
- When shuttling or convoying to a launch site, ensure all drivers have clear directions and maps in the event they get separated.
- Have an Emergency Plan and an Action Plan in place before any trip. See below for guidelines:

Emergency Plans

1. Completed Medical Forms for each participant.
2. All necessary Participant Emergency Contact Information.
3. Directions to nearest hospital or health care facility.
4. Communications method and plans- call 911 for emergencies.
5. Accident reporting procedures.
6. Itinerary filed with a responsible person who will be remaining onshore.
7. Emergency repair kits.

Action Plans

1. Assess the nature of the accident and extent of injuries.
2. Direct someone to call for assistance and to manage other paddlers and crowds.
3. Treat or oversee the treatment of casualties until EMS arrives. Apply First Aid as appropriate.
4. Document and report the incident.
5. Evaluate the accident for future prevention.