

SNCKC

Trip Leader Responsibilities

The Trip Leader may be one person or two people sharing the responsibilities of planning, organizing, and leading the trip on the water. In this document, the term “Trip Leader” will be used for all responsibilities, but a second person can assume part of those responsibilities. If there are two leaders, the tasks would ordinarily be divided between “organizing the trip” and “leading the trip on the water.”

Pre-Trip Responsibilities

Approximately 1 to 2 weeks prior to the trip send details of the trip, including day, date, destination, and contact information, the e-mail coordinator so e-mails can be sent out to all club members about the trip.

When members call, record names and phone numbers and provide participants with details and the expected float plan, including:

- Launch time, place, driving directions, and estimated driving time

- Any fees involved at the site

- Equipment and clothing requirements

- Meal plans (bring their own, potluck, or other plan)

- Paddle route and possible stops along the way

- Estimated distance and duration of the trip

- Weather and water conditions to be expected.

Ascertain participants’ skill relative to the proposed trip.

Advise any members who would like to bring guests to have the guests(s) call the Trip Leader so the Leader can assess the guest’s skill level and equipment and make sure the guest(s) know the club’s PFD and clothing requirements.

Print out the Trip Waiver form from the SNCKC web site (www.mysnckc.org) “Form” section and bring it to the launch site.

Obtain the club first-aid kit and club walkie-talkies from the Leader of the previous trip and be familiar with its contents.

Ascertain that there will be at least one spare paddle in the group, except on paddles in which winds and other conditions could dictate that additional spare paddles would be advisable.

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Ascertain that there will be a tow rope, bilge pump and paddle float available.

If possible, ascertain that there will be a cell phone or other communication and/or signaling devices, depending on the conditions.

If possible, carry a cell phone with you to the launch site so participants can get in touch in case of last-minute cancellations or getting lost.

In case of the need for cancellation of the trip, telephone all participants prior to the trip.

On-the-water Responsibilities

Be familiar with the water to be paddled and likely water and weather conditions.

Be prepared to disqualify anyone whose capabilities, physical conditions, experience, or inappropriate equipment might jeopardize his or her own safety or the group's safety.

Be knowledgeable of club safety procedures.

Ask all participants to sign the form before launching. **Guests and members going on their first trip must first read the entire form, sign it, and add their telephone number.**

Assure that all participants are properly clothed and are equipped with a USCG-approved PFD, fastened and worn snugly, preferably with an attached whistle.

Ascertain that participants' boats are adequate for the trip.

Designate a sweep boat (a capable paddler to bring up the rear) and inform the participants that they should stay behind the leader and ahead of the sweep boat.

Give a walkie-talkie to the "on-the-water leader" and the sweep.

Select a "rescue person(s)" to be in charge in case of a capsized craft or other incident or emergency.

Submit the completed trip waiver form to the member designated to save waiver forms.

If possible, designate a trip participant to submit a brief report (and photos?) of the trip to the newsletter editor for publication in the next newsletter.

Do your best to ensure that everyone has a great paddle!