

## **Cataraqui Canoe Club Trip Coordinator's Guidelines - Short Form      September 2012**

**[Primarily designed for water activities, to be used on other trips where appropriate]**

### **1. Be familiar with the long form of the Guidelines for CCC Trip Coordinators**

### **2. Trip logistics**

- **Set up a time and place to meet on the day of the trip**
- **Give some details about the proposed trip and level of difficulty**
- **Follow-up on messages left**
- **Create a list of participants, including contact information**
- **Assist those looking for crew (burden is on participants to sort this out)**

### **3. Boat House**

- **Arrange a time to get club rentals out of the boathouse.**
- **All rentals need to include paddles, life jacket, bailing bucket, a whistle and a throw rope**
- **Record boat and renter on the form provided in the boat house (desk drawer)**
- **Obtain the official club first aid kit, a compass and waiver forms on the clip board, from the equipment room (the CCC website has downloadable forms)**

### **4. Day of Trip**

- **Distribute maps of the route you are planning to paddle (if possible)**
- **Give written directions to put in, where appropriate**
- **Arrange car shuttles, and stops at way points along the route**

### **5. Waiver**

- **Everyone must sign the waiver,**
- **Non-member guests pay \$5.00**
- **Point out any additional information noted on the waiver form**
- **Have any additional participants sign the waiver who have turned up at the put in**

### **6. Gather participants together, to outline club safety rules, if possible out on the water.**

- **Please advise everyone that Transport Canada regulations state that participants taking part in a guided excursion must wear a life jacket**
- **Explain the use of a whistle, one blast stop, 2 blasts gather around, 3 blasts = emergency**
- **Participants must stay within visual contact of the group, both those in front and those behind you, at all times on the water.**
- **If a participant needs to remove themselves from the planned trip, they must communicate this clearly to trip coordinator or sweep.**

### **7. Trip Coordinator**

- **Wear a life jacket.**
- **Do a boat count whenever doing a change to the line of travel**
- **Designate a participant to act as a sweep**
- **Be extra vigilant when stopping for a swim or encountering rough conditions**

### **8. End of Trip**

- **Arrange for the return of rental boats, paddling equipment, club first aid kit, compass and clip board to the boat house.**
- **Complete trip report and forward it along with the waiver forms and any rental and non-member money to the treasurer**