

Cataraqui Canoe Club - Trip Leader's Guide



General

1. Participate in Trip Leaders Roundtables scheduled by the club.
2. Write your trip description following the "Trip Description Form" for content.
3. Obtain a first aid kit properly equipped for your trip.

Before the trip

4. Plan the trip – route, points of interest, lunch stop, schedule, limit on numbers, etc.
5. Check the first aid kit and other group safety/communication equipment.
6. Check the weather forecast for acceptability.
7. Assess participant skill levels and equipment during the trip sign-up against the degree of difficulty of the trip and approve participation accordingly.
8. Collect email addresses and/or phone numbers to contact participants if the trip is cancelled or modified.

Day of the trip – before leaving home

9. Assess the weather, decide whether to cancel or modify the trip, and contact participants regarding such changes.

Day of the trip – at rendezvous point

10. At the pre-arranged rendezvous point, have participants sign the Waiver sheet.
11. Inform drivers of the route to the launch, advise them to follow in a convoy and, if necessary, suggest ways to clear participant traffic at the launch.

Day of the trip – at launch point

12. Ensure all participants have signed the Waiver sheet.
13. Arrange any car shuttle – inform drivers of the route and advise them to follow in a convoy.
14. Assign sweeps (minimum of 2 suggested – outbound and inbound).
15. While on shore (or a quiet place on the water at the launch) conduct a pre-trip briefing:
 - introduce new members and guests
 - outline the trip route, points of interest, lunch stop, schedule, etc.
 - review trip safety including travel procedures, PFDs, boat safety equipment, first aid kit, communication on the water (e.g., whistle and hand signal meanings)
 - remind participants of trip etiquette (see "Etiquette for Trip Participants")
 - ask for questions or concerns.
16. Re-assess participant skill level and gear suitability for the trip.
17. If necessary to accommodate large numbers, disparate skill levels, etc., divide into two groups and assign a trip leader and a sweep for the second group.
18. Count boats before departing.

On the water

19. Keep in contact with the sweep.
20. Regularly check the boat count. Do a final check at the end of the trip.
21. Stop from time to time to gather together and communicate plans to the participants.
22. Disembark periodically (every two hours or more frequently) to allow stretching, etc.
23. Modify the trip, as necessary, for changes in weather/water conditions, progress vs. schedule and participant performance.
24. Re-assign responsibility for the lead boat and sweep, as necessary.

After the trip

25. Where deserved, thank participants for contributing to a successful trip by following proper trip etiquette.
26. Send the Waiver sheet to the board member responsible for trip leaders and scheduling.