

Cataraqui Canoe Club Trip Leader's Guide



General

1. Either participate in a Club's leader support program which could include Trip Leaders Roundtable and/or work with a trip mentor or discuss trip with an identified Board member.
2. Develop and practice your trip route noting points of interest, locations suitable for lunch break, estimated timeline, and reasonable number of paddlers etc.
3. Contact the Board member scheduling trips to discuss your route, availability, and a trip date.
4. Write your trip description submitting it to the Board Scheduler. This will be used for Board trip approval as well as the trip posting.

Before the trip

5. Obtain and check the first aid kit and any other safety/communication equipment needed. Two first-aid kits are available from the Club boathouse.
6. Check weather forecasts for acceptability
7. Respond to, screen and track interested participants to determine their status and suitability to your trip. This includes:
 - a. Status: a guest, member, or any minor person(s).
 - b. Guests and those bringing minors should review RESOURCES- Etiquette for Trip Participants, Personal Safety for Trip Participants as well as INSURANCE for Declaration of Compliance, and any Waiver of Liability and Informed Consent/Assumption of Risk Agreement.
 - c. Provide participants with trip details
 - d. Advise participants of your "go-no go" process
8. Suggestion: Record participants name and cell phone number on the Event Sign-Up Sheet that you will be using. They will need to sign and provide an emergency number at time of the trip.

Day of the trip – before leaving home

9. Assess the weather, decide if necessary to cancel or modify the trip and contact participants. Contact the Board scheduler if you are cancelling.
10. Bring your paperwork. Ensure you have Event Sign-up Sheet/ Declaration of Compliance, and any Waiver of Liability and Informed Consent/Assumption of Risk Agreement for each guest and those bringing minors to read and sign.

Day of the trip – at rendezvous point

11. At the pre-arranged rendezvous point have participants sign the Event Sign-Up Sheet/ Declaration of Compliance, and any Waiver of Liability and Informed Consent/Assumption of Risk Agreement for each guest and those bringing minors to read and sign.
12. Inform drivers of the route to the launch, advise them to follow a convoy and if necessary, suggest how

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best to clear participant traffic at the launch.

Day of the trip – at launch point

13. Ensure all participants have signed the Event Sign-Up Sheet/Declaration of Compliance.
14. Arrange any car shuttle – inform drivers of the route and advise them to follow in a convoy.
15. Assign sweeps (minimum of 2 suggested – outbound and inbound).
16. While on shore (or a quiet place on the water at the launch) conduct a pre-trip briefing:
 - a. introduce new members and guests
 - b. outline the trip route, points of interest, lunch stop, schedule, etc.
 - c. review trip safety including travel procedures, PFDs, boat safety equipment, first aid kit, communication on the water (e.g., whistle and hand signal meanings)
 - d. remind participants of trip etiquette (see “Etiquette for Trip Participants”)
 - e. ask for questions or concerns
17. Re-assess participant skill level and gear suitability for the trip.
18. 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.
19. Count boats before departing.

On the water

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

After the trip

26. Thank participants for contributing to a successful trip.
27. Send the Event Sign-Up Sheet and any waivers/paperwork to:

Trip Scheduler
Cataraqui Canoe Club
Box 1882, Kingston, ON, K7L 5J7
28. If necessary, advise the Board of any incidents which you feel they should be aware of or deal with.