

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. Write your trip description and post it on the Drafts for Board Approval Calendar using Teamup. Alternatively, contact the Board Scheduler (events@cataraquicanoe.ca) to discuss trip details (possible dates, activity, location etc.).
4. The trip description 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). Trip leaders should familiarize themselves with membership policy regarding guests (see RESOURCES – By-Laws, Policies, Procedures – Membership Policy)
 - b. Guests and those bringing minors should review RESOURCES – For Trip Participants - CCC Trip Participant Etiquette and Personal Safety as well as RESOURCES - Insurance - ORCKA Waiver of Claims and the ORCKA Informed Consent/Assumption of Risk Agreement (for minors).
 - c. Provide participants with trip details one or two days prior to the trip.
 - d. Advise participants of your "go-no go" process.
8. Suggestion: Record participants name and cell phone number on the Event Sign-up, Waivers and Photo Release form 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. Assess the weather, decide if necessary to cancel or modify the trip and contact participants. If you cancel, disable the Signup button on Teamup or contact the Board Scheduler to do this. Email or call trip participants and email trips@cataraquicanoe.ca if you are cancelling a trip.
10. Bring your paperwork. Ensure you have the Event Sign-up, Waivers and Photo Release form and the ORCKA Waiver of Claims and the ORCKA Informed Consent/Assumption of Risk Agreement (for minors) for each guest and those bringing minors to read and sign.

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Day of the trip – at rendezvous point

11. At the pre-arranged rendezvous point, participants sign the Event Sign-up, Waivers and Photo Release form, and collect the signed ORCKA Waiver of Claims and the ORCKA Informed Consent/Assumption of Risk Agreement (for minors) for each guest and those bringing minors.
12. Inform drivers of the route to the launch, advise them to follow in a convoy and, if necessary, suggest how 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, Waivers and Photo Release form.
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 “Trip Participant Etiquette”)
 - 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.

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After the trip

26. Thank participants for contributing to a successful trip.
27. Edit Teamup event to accurately reflect any changes (e.g., activity, participants, date, cancellation).
As a trip leader, ensure that you are on the Signup list, preferably last to sign up, as this will indicate the trip has been accurately reported.
28. Send the Event Sign-up, Waivers and Photo Release form and any waivers/paperwork to the Board.
Scan or photograph the sheet(s) and email to trips@cataraquicanoe.ca
29. If necessary, advise the Board of any incidents which you feel they should be aware of or deal with.