

# Cataraqui Canoe Club

## Trip Leader's Guide



### General

1. Either participate in a leader support program of the Club, which could include Trip Leaders Roundtable and/or work with a trip mentor or discuss your proposed trip with an identified Board member.
2. Develop and practice your trip route noting points of interest, locations suitable for lunch break, estimated timeline, 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](mailto: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 for the trip posting.
5. Ensure that all trip description details on Teamup are updated once the trip is approved including meeting time, start time, launch locations (include GPS coordinates), difficulty, duration, and any specific notes. Either update the details in Teamup yourself or contact [events@cataraquicanoe.ca](mailto:events@cataraquicanoe.ca).

### Before the trip

6. Obtain one of the two first aid kits stored at the Club boathouse, or plan to bring your first aid kit issued by the Club. Obtain and check any other safety/communication equipment needed.
7. Check weather forecasts for acceptability. Modify or cancel the trip if necessary (see 10 below).
8. 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 any new trip details one or two days prior to the trip.
  - d. Advise participants of your “go-no go” process.
9. Suggestion: Record each participant's 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.

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### Day of the trip – before leaving home

10. Assess the weather, decide if necessary to modify or cancel the trip. If you modify the trip, email or call participants.  
If you cancel a trip:
  - a. Disable the Signup button on Teamup or contact the Board Scheduler to do this.
  - b. Email or call trip participants.
  - c. Email the Board Scheduler ([events@cataraquicanoe.ca](mailto:events@cataraquicanoe.ca)) if you are cancelling a trip.
11. 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.

### Day of the trip – at rendezvous point

12. Sometimes it is advantageous to meet at a rendezvous point before travelling to launch. This is a good opportunity to have 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.
13. Inform drivers of the route to the launch. Written directions are best (the Teamup description should have provided GPS coordinates of the launch location). Advise drivers to follow in a convoy. If necessary, suggest how best to clear participant traffic at the launch.

### Day of the trip – at launch point

14. Ensure that:
  - a. all participants have signed the Event Sign-up, Waivers and Photo Release form.
  - b. all participants bringing minors have signed the ORCKA Informed Consent/Assumption of Risk Agreement.
  - c. all guests have signed the ORCKA Waiver of Claims.
15. Arrange any car shuttle – inform drivers of the route (written directions are best) and advise them to follow in a convoy.
16. Assign sweeps (minimum of 2 suggested – outbound and inbound).
17. 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
18. Re-assess participant skill level and gear suitability for the trip.

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19. 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.
20. Count boats before departing.

### On the water

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

### After the trip

27. Thank participants for contributing to a successful trip.
28. 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.
29. Scan or photograph the Event Sign-up, Waivers and Photo Release form and any waivers/paperwork and email them to [trips@cataraquicanoe.ca](mailto:trips@cataraquicanoe.ca)
30. If necessary, advise the Board of any incidents that you feel they should be aware of or deal with by completing the Incident Report form found in the Resources For Trip Leaders and emailing to [events@cataraquicanoe.ca](mailto:events@cataraquicanoe.ca)