

Cataraqui Canoe Club Trip Coordinator's Guidelines

Long Form

September 2012

[primarily designed for water activities to be used on other trips where appropriate]

1. These procedures are designed for the convenience of the trip coordinator and participants. It is also to limit legal liability for the club and trip coordinators. There are certain legal requirements we must comply with. This is not about winning a case in court, it is about how to avoid such an event as much as possible. What is safe and reasonable for the circumstance, were all reasonable precautions taken, is our best defense. It is our goal. We want every trip to be successful.
2. Set up a time and place to meet the day of the trip. Be available for answering your phone the night before a trip because that is when many paddlers call. If you cannot be available, give the pertinent details to someone else present, or leave a message on your answering machine. If you are unfamiliar with the trip proposed endeavor to get further information and if at all possible preview the route. Give some details about the trip and the level of difficulty. Keep a list of participants who say they are coming and contact information, in case of cancellation etc. Arrive there about a quarter of an hour ahead of time. Welcome new members and do a round of introductions.
3. Some paddlers will want to crew with someone else. Some members are looking for crew. Attempt to assist, but the burden is on the participants to sort it out between themselves.
4. Arrange a time to get club rental boats out of the boat house. Be flexible, we charge for days of usage, not time out, if reasonable. Normally, an extra day or two is adequate. Club boats can only be rented for club organized trips. The fee is currently \$12 per day and includes paddles, life jackets, bailing bucket, a whistle, and throw rope all of which are kept in the equipment room. It is compulsory that every boat and paddler is properly equipped. Note: the boat number and renter's name needs to be recorded on the form provided in the desk drawer in the boathouse. We are required by law to have an official first aid kit and compass on every trip, they are kept together in the equipment room. Waiver forms on a clip board are also in the equipment room. There is a key for the equipment room. Check with a Board member for entry to the boat house and equipment room. Note: waiver forms can be downloaded from the CCC website.

5. Have maps of the route to drive and paddle if possible. If it is a new route and requires several turns, a photocopy of a map, or written directions is appropriate.
6. Have everyone sign the waiver available off our web site, or at the boat house. We charge \$5 for each non-member guest. They must sign the waiver and pay the fee which is to be forwarded to the treasurer. Point out any additional information noted on the waiver form.
7. Arrange car shuttles, stops at way points along the route, take a car count at key turns before proceeding. Cars can break down as well as get lost. Try to arrange one last pit stop before the river or lake on long drives.
8. At the put in of the trip, some other paddlers are likely to show up who were not at the original meeting place. Have them sign the waiver which is best kept on a clip board found in the equipment room with the club first aid kit. If they join you on the water, you might not have the waiver with you.
9. Outline the club rules about safety. If possible try and do this on the water. It is our legal requirement to do so. Transport Canada regulations state that on “guided excursion” all participants must wear life jackets. See <http://www.crca.ca/instructors/new-vessel-regulations.html>. Helmets must be worn in grade 2 or higher rapids, wet or dry suits are required when the water is below 15 C. All participants should remain within shouting distance of each other. They will gather around when the trip coordinator blows their whistle.
10. People not willing to comply with the club safety rules will be deemed to have withdrawn from the club trip. It is a public lake or river, we cannot stop them from paddling along with us, but they are on their own. If participants wish to leave a trip they should inform the coordinator or sweep. Please note the names of those who might wish to go further afield. They are deemed to have left the trip.
11. The trip coordinator will do a boat count whenever doing a change to their line of travel on a lake or river, and do a boat count at the start and end of a portage. Name a participant to act as a sweep. Be extra vigilant when stopping for a swim and encountering rough conditions.
12. Return the rental boats, paddling equipment, first aid kit, compass and clip board to the equipment room of the boat house. Complete the trip report as found on the clip board along with additional waiver forms. Forward any money and forms to the Treasurer.