

ROCKY MOUNTAIN SEA KAYAK CLUB TRIP LEADER GUIDELINES OVERVIEW

Introduction -

The Rocky Mountain Sea Kayak Club is a Paddle America Club (PAC) under the American Canoe Association (ACA) PAC program. This provides the Club with a number of benefits, including insurance coverage for all club activities and events (on-water and off-water such as fund raisers, banquets and meetings) that comply with the PAC Agreement. As a Trip Leader you have primary responsibility to make sure your trip is safe and everybody has fun. In addition, you are responsible for following all the ACA PAC requirements so that the trip is fully insured under the PAC agreement. The following information is designed to assist you in this responsibility. Also, feel free to contact the Event Coordinator (Jud Hurd, 970-377-9277, hurdofcows@earthlink.net) with any questions and for any assistance he can provide.

Trip Approval –

All RMSKC sponsored trips, events or activities must be approved by the Event Coordinator. This is an administrative task to ensure that we fulfill the ACA PAC's program requirement that all activities are properly registered with and sanctioned by the ACA no later than 4pm eastern time on the business day prior to the scheduled start of the trip. So, if you plan to start a trip at 8am on Saturday, the ACA must be notified by 4pm the Friday before, unless that Friday is a holiday. This is necessary to ensure the trip is covered by the insurance. A Trip Leader may make last-minute venue changes due to weather and/or water conditions without notification to the ACA, but please advise the Event Coordinator as soon as possible.

Club members are encouraged to get together for ad hoc paddle trips and use the Yahoo Group to invite <http://groups.yahoo.com/group/RMSKC/> people to join you in a day's paddle. These ad hoc, private day trips are some of the best and most rewarding for paddle fellowship. Just remember, all such private trips that have not been approved by the Event Coordinator are not official RMSKC trips, and are not covered by the ACA PAC insurance program.

Trip Leader Guidelines –

<http://www.rmskc.org/documents/Trip%20leader%20guidelines%20revised%5B2%5D.pdf> This documents provides a good overview of the Trip Leader's Responsibilities; Member's Responsibilities; Guidelines for Planning a Trip; and, Boombox Guidance for Human Waste Disposal

Trip Leader Reporting –

The ACA must receive reports on all insured PAC activities in order to provide insurance coverage to all participants, and to keep insurance costs down. Therefore, the Trip Leader should submit the Risk Management Plan, Participant Roster, Waiver & Release of Liability Forms, and membership payments to the Event Coordinator within 10 days after the trip.

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Forms –

- Risk Management Plan – Lake Dillon sample (insert link)
- RMSKC Participant Roster -
http://www.rmskc.org/documents/RMSKC_Participant_Roster.pdf
- AMERICAN CANOE ASSOCIATION ADULT WAIVER & RELEASE OF LIABILITY - http://www.americancanoe.org/PDF/ACA_waiver_2008.adult.pdf
- AMERICAN CANOE ASSOCIATION MINOR WAIVER & RELEASE OF LIABILITY - http://www.americancanoe.org/PDF/ACA_waiver_2008.minor.pdf
- ACA Risk Management Requirements for Paddle America Clubs and ACA Affiliates - http://www.americancanoe.org/PDF/aca_risk_mgt_2008.pdf
- ACA Incident/Accident Report Form -
<http://www.americancanoe.org/PDF/incidentreportform.pdf>
- Witness Statement Incident Investigation Report -
<http://www.americancanoe.org/PDF/witnessinvestform.pdf>

Revised: August 29, 2008