

TRIP LEADER CHECKLIST

INSURANCE CONSIDERATIONS:

RMSKC uses American Canoe Association insurance to protect our Trip Leaders, the Club's Steering Committee, and our Club members from liability for any mishap on a Club sponsored trip. However, ACA insurance is only in effect if their procedures are followed. The following CHECKLIST below outlines the steps to ensure insurance coverage; Trip Leaders have the full support of the Steering Committee in enforcing these required insurance and safety procedures.

Please remember, RMSKC policy for participation in our paddles is:

1. Day paddles are open to:
 - a. Current RMSKC members
 - b. Non-member guests (one time only) who pay a \$5.00 ACA event fee and sign an ACA Waiver
 - c. ACA members who are not in our Club must provide proof of their current ACA membership (check the expiration date on their ACA card); they must also sign an ACA Waiver but do not need to pay the \$5.00 Event Fee.
2. Multi-day paddles are only open to PAID RMSKC members; their membership must be verified in advance of the beginning of the trip.

CHECKLIST:

BEFORE A DAY PADDLE:

1. Review the *Planning a Paddling Event* on the RMSKC website.
2. Arrange for the required number of throw ropes if paddling on whitewater. See *Planning a Paddling Event*.
3. Obtain a current *Membership Roster* from the Paddling Coordinator.
4. Print a copy of the Membership Roster and take it with you to the put-in.
5. Print a reasonable number of copies of the following five forms and take them with you to the put-in:
 - a. **Trip Participant List**
http://www.rmskc.org/documents/RMSKC_Participant_Roster.pdf
 - b. **Membership Application Form**
http://www.rmskc.org/Docs/Application_form.pdf
 - c. **ACA Adult Waiver & Release of Liability** http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/ACA_waiver_2008.adult.pdf
 - d. **ACA Minor Waiver & Release of Liability**
http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/ACA_waiver_2008.minor.pdf
 - e. **ACA Incident/Accident Report Form**
<http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/incidentreportform.pdf>

BEFORE A MULTI-DAY PADDLE:

1. Review the *Planning a Paddling Event* on the RMSKC website.
2. Obtain a current *Membership Roster* from the Paddling Coordinator; check to see that all prospective paddlers are PAID RMSKC members. If not, remind them they must have submitted their Membership Application and ACA Waiver to you and paid their dues to you two weeks before the trip starts.
3. Develop a float plan and leave it with the Paddling Coordinator or another member of the Steering Committee who is not paddling with you.
4. Arrange for the required number of throw ropes if paddling on whitewater. See #1 above.
5. Print a reasonable number of the following forms and take them with you on the trip:
 - a. **Trip Participant List**

http://www.rmskc.org/documents/RMSKC_Participant_Roster.pdf

b. ACA Incident/Accident Report Form

<http://www.americancanoe.org/atf/cf/%7B74254DC2-74B4-446F-92BE-547992272AB7%7D/incidentreportform.pdf>

AT THE PUT-IN:

1. For DAY PADDLES, use the current *Membership Roster* provided by the Paddling Coordinator to identify which participants are PAID Club members.
2. For DAY PADDLES, only PAID RMSKC members or people agreeing to one of the following four options are allowed to paddle:
 - a. Pay a one-time \$5 ACA Event Fee (by cash or check payable to ACA) and sign an ACA Waiver.
 - b. Become a RMSKC and/or ACA member by filling out a Membership Application, paying the fees noted on the application, and signing an ACA Waiver. Checks should be made to RMSKC.
 - c. For visitors who are ACA members but not members of our Club, verify that they are current ACA members (check the expiration date on their ACA card). They must sign an ACA Waiver but do not need to pay the \$5 ACA Event Fee.
 - d. People who say they are paid members but who are not on the Membership Roster must sign an ACA Waiver and pay the \$5 ACA Event Fee (cash or check payable to ACA) with the understanding you will verify their membership status after the trip and refund their money if there has been a misunderstanding.
3. For both DAY PADDLES and MULTI-DAY TRIPS, have every participant sign the Trip Participant List. Record ACA numbers for the participants who are ACA members but not Club members. (Option 2c above)
4. Examine each participant's qualifications, equipment, clothing, food and water. Refuse participation to people who are unqualified or improperly equipped for the paddle.
5. Make a note of any tag-along or non-compliant paddlers on the Trip Participant List. Also note any paddlers who joined the paddle after the group launched.
6. Inventory the safety equipment necessary for this paddle and tell the group who is carrying it.
7. Prepare the group for the challenges of communicating effectively when wind and water sounds make hearing others difficult. Remind participants to locate their whistles, and review hand and whistle signals before the paddle begins.
8. Designate a "sweep" boat to bring up the rear to make sure the group does not lose stragglers.

DURING THE EVENT:

1. If necessary, make last-minute venue changes due to weather and/or water conditions. Advise the Paddling Coordinator if the changes are made before the day of the trip.
2. Set a reasonable pace so everyone can stay together.
3. Vary the pace and the route as needed when group members become tired or are having difficulty.
4. Turn the party back short of the trip's objective if weather conditions or group members' conditions require such action.
5. Encourage participants to stay well-hydrated and eat enough food to maintain their energy levels.
6. Require that participants obey all land, water, campsite and trail regulations, and that the surrounding areas are left in as good a condition as found.
7. If an accident occurs, complete an ACA Incident/Accident Report form. If a serious injury occurs, call the ACA insurance company hotline (open 24 hours a day) as quickly as possible to report the incident: 1-800-566-7491.

AFTER THE EVENT:

1. Complete any necessary ACA incident/Accident Report forms within 24 hours of the end of the event and send them to the Paddling Coordinator so that they can be reported to the ACA.
2. Submit the following to the Paddling Coordinator within five days of the event:
 - a. Trip Participant List
 - b. Any signed ACA Waivers
 - c. Any ACA Event Fees or Membership Applications and dues payments