

# COMOX VALLEY PADDLERS TRIP COORDINATORS ORIENTATION



Each paddle has a Trip Coordinator who plans and pulls the trip together.

Trip coordinators are what make the paddles happen. If we all take a turn we will have a season full of great paddles!

# What you need to know

- Safety
- Types of Trips
- Trip Areas
- Trip Planning
- Recording and communication

# What a coordinator is

- Organizer
- Contact person
- Makes go/no go decisions about weather & wind
- Ensures paperwork is filled out
- At the launch – check people in, divide groups into appropriate size, assign a lead & sweep for each group, stagger groups according to rules
- Be aware of safety

# What a coordinator is not

- Guide
- Leader
- Outfitter
- First Aid attendant

# Safety

All participants are responsible for their own safety and that of the group

Make it clear if you see an issue you are not comfortable with. For example: people should wear life jackets and have required safety equipment with them. Boats should be seaworthy for the planned event.

If you are uncomfortable, speak up or get help from someone with experience

# Relax

- Remember, there are always people that can help you on any trip
- People are competent and helpful
- There are very few incidents on any of these trips
- Make sure you have fun too





# Types of Trips

- Wednesday evening paddles
- Day paddles

These are primarily what we focus on.

Can also plan:

- Fixed base multiday
- Moving base multiday

# Trip Planning

- Comox Valley Paddlers Website -Trip Planning tab has instructions and forms (hard copy by request)
- Pick a trip type and location that is of interest to you. For some types of trips, you may want to specify numbers of participants.
- It is a good idea for you to have gone to the area before the trip takes place
- Consider the tides

# Forms and guidance are on our website



Home

About Us

Club Meetings

Club Paddles / Trip List

Education & Resources Links

Membership

Paddling forms

Trip Planning

## PADDLING FORMS

*(completed forms must be returned to [Trip Committee](#))* **Helen & Tom**

### *1) Planning a paddle:*

[Trip-Description-Form](#)

[Trip-Ratings](#)

### *2) At paddle:*

[COVID-19 Guidelines](#)

[Trip-Release-Form](#)

[Non-Member-Release-Form](#)

[Membership Application Form](#)

### *3) After paddle:*

[Trip-Report-Form](#)

<https://comoxvalleypaddlers.ca/trip-planning/>

# Important info

- Due to Covid, everyone must sign up for a trip ahead of time. Cutoff is 6 pm on the day prior to the trip
- Signing up indicates you have signed the waiver. No need to sign anything at the launch
- Max group size is 10. Multiple groups can be formed at the launch. Keep 3m separation distance
- Ensure you can self-rescue, or have a buddy with you who can help if necessary. Don't rely on the group.
- If a trip needs to be cancelled (eg due to weather), the trip coordinator will make the decision on the day of the trip and will email the participants by 4 pm