Instructions for Trip Coordinators

1. Send an e-mail to the Trip Committee requesting the trip be added to our club's Trip List and include any relevant instructions and a description of the paddle(s). It is a requirement to have familiarity with the trip's destination before that trip gets approved.
2. Check weather conditions and determine "go/no-go" for the trip as soon as possible prior to the launch. Advise all trip participants once the decision has been made to cancel or make changes to the trip. If the conditions are questionable, participants should confirm with the coordinator that the trip is a "go". For Wednesday night paddles, it is the responsibility of the coordinator to advise the Trip Committee of the cancellation (by phone, text or e-mail preferably before 4 PM). In an ideal world, cancellations will be posted at the top of our club's homepage on our website (assuming volunteers are available). Another location to look for a cancellation is our club's Facebook page or look for an e-mail update from the club (done by volunteers doing their best efforts).
3. Prior to launch, have all participants sign the Trip-Release Form. All guests MUST sign the Non-Member-Release Form and pay $10 each which covers their insurance or they cannot participate!
4. Guests may choose to upgrade to a full membership on the night of the paddle by filling out the Membership Application Form and paying the incremental cost for our membership. The money and forms must be sent to our executive as soon as possible afterwards.
5. The trip coordinator holds a "pre-launch" meeting on dry land with the participants (immediately prior to launching – see below). The coordinator can cancel the trip at any time should they feel conditions are unsafe! The coordinator must also be willing to turn back based on anyone's request, or assign someone to accompany that person back to shore (
6. At the conclusion of the trip, complete the Trip Report Form summarizing how the trip went and submit all forms and money to a member of the executive.

FORMS: Available on our website's "Paddling Forms".

PRELAUNCH IDEAS TO DISCUSS:

1. Large groups: divide into smaller pods based on the paddler preference, speed, goals, other criteria.
2. Information: access, route, timetable, tides, sea conditions, terrain, weather, etc.
3. Crossings: require paddlers to go into a formation for all crossings.
4. Lead/Sweep: assign a paddler the lead role and another paddler the sweep role.
5. Buddies: ensure no paddlers are paddling by themselves.
6. Communication: discuss hand or whistle signals, radio contacts, use 2-way radios.
7. Gear Check: remind paddlers of the required equipment.