

Space Coast Paddlers

12 Steps for Leading a Paddling Trip

1. Post trip details on spacecoastpaddlers.org calendar and email group:
 - Date and time
 - Location and driving directions
 - Length of paddle
 - Indication of skill and fitness level appropriate to the trip
 - Special items to bring e.g. lunch, camping supplies, wetsuits
 - Trip leader's name and contact telephone and email address(The newsletter editor may reproduce trip information in the monthly club newsletter if time permits.)
2. Notify the ACA by email (<mailto:insurance@americancanoe.org>) a minimum of one business day (before 4PM) preceding the trip.
3. Comply with ACA event safety guidelines applicable to the event.
4. Obtain a list of SCP members (with ACA numbers) from the SCP treasurer (<mailto:treasurer@spacecoastpaddlers.org>).
5. Record names and phone numbers of those intending to participate and notify them in a timely manner if the trip must be cancelled or changed.
6. Check weather conditions 24 hours before the trip and determine whether to cancel or postpone the event in case of a forecast of hazardous conditions.
7. Be familiar with the launch site in advance. Arrive 30 minutes before the scheduled launch time to inspect the put-in area for hazards and to direct arriving paddlers appropriately.
8. Record names of participating paddlers on a trip list. For paddlers who provide an application, waiver, and membership fee at the event, write "new applicant" or "application pending" next to their name on the list.
9. Obtain signed ACA waivers and \$5 from paddlers who aren't ACA members.
10. Help paddlers prepare for launch. Assess skill levels of novice paddlers and request an experienced paddling buddy to accompany them if appropriate.
11. Brief the group about the trip. Ask an experienced paddler to "sweep" behind the group to help prevent stragglers. Advise paddlers to stay together. Check to ensure no one is missing during the trip as well as at the end of the paddle.
12. Within 3 weeks after the event:
 - Send the trip list, signed waivers and fees to the ACA
 - Send any new applications, including the membership waiver, to the SCP treasurer.

Note that the trip leader has the authority to:

1. Propose, cancel or postpone a planned paddling trip.
2. Designate the trip to be for club members only if he or she so desires.
3. Make a trip open only to those individuals he or she chooses to invite.
4. Exclude someone from the trip because of a safety concern.