

SIERRA NEVADA CANOE AND KAYAK CLUB

TRIP LEADER GUIDELINES FOR PLANNING A SUCCESSFUL TRIP

Before the Trip

Become familiar with the waterways to be paddled.

Send notice of the event one to two weeks in advance. Include:

- Time/Date - note that launch time and arrival time are not the same.
- Location
- Paddling distance and duration
- Expected skill level
- Required fees (if any)
- Required inspections (if any)
- Expected weather conditions
- Contact information for RSVP

Be available to consult with participants regarding skills and equipment necessary for a safe and enjoyable paddle.

Stay informed of the weather forecast in case inclement weather will require trip cancellation.

Gather appropriate safety gear

- Marine radios
- First aid kit
- Tow rope
- Bilge pump

Print a Trip Liability Waiver Form from the website: www.mysnckc.org: Trip Planning Forms under Trips & Events Tab.

Send any trip updates, as needed, to participants.

Prior to Launch

Have all participants sign the Trip Liability Waiver Form.

Ensure that a first aid kit, tow rope, and bilge pump are available.

Lead and Sweep

- Assign lead and sweep duties to willing participants.
- Assign marine radios to the lead and sweep.

Ensure that all participants are wearing PFDs.

On the Water

Hold a briefing on the water, before setting out. Cover these items in the briefing:

- Destination
- Alternate paddle routes for those wanting a shorter paddle
- Location of the lunch stop
- Let all participants know who the lead and sweep are.
- Ask participants to stay with the group.
- If someone wants to leave the group, advise the trip leader.

Post Trip OPTIONAL

Send a trip report and photos to the club newsletter editor and website master.

ADDITIONAL GUIDELINES FOR CAMPING TRIPS

Before the Trip

Decide whether or not you will have an assistant trip leader.
Investigate paddling opportunities and other options for activities.

Determine whether the group will use a group campsite or individual sites. Group sites are preferred for group dynamics, but these aren't available at every campground.

GROUPSITE

The trip leader is responsible for making the reservation.
Make the reservation early! Group campsites can be competitive. Some reservations must be made one year to six months in advance.
Reserve and pay for the group campsite.
Request reimbursement for the reservation fee from the SNCKC treasurer.
Determine if there is a maximum number of participants (this may be because of campsite size or on the water logistics).
Set a cut off date for RSVPs so that the cost per person can be determined.
Collect camping fees from attendees and give them to the SNCKC treasurer.
Firewood - encourage attendees to bring firewood or purchase on site (if available) for evening group campfires.

INDIVIDUAL CAMPSITES

Alert participants that they will need to make their own campsite reservations.
In the event notice, include the name or link to the website for making reservations.
Include recommendations for early reservations, many sites must be booked six months in advance.
Include the trip leader's campsite number so participants can reserve campsites nearby.

DINNERS AND ACTIVITIES

Organize the potluck dinner(s) so that there is a mix of main dishes, sides, and desserts.
The group may want to plan for a dinner out at a restaurant.
Each evening at the campfire, review the logistics and itinerary, including any optional activities, for the next day.