

ACKC TRIP PROCEDURES AND RECOMMENDATIONS FOR TRIP LEADERS

*Leading a trip can be a rewarding experience.
A successful trip takes a little bit of your time, and a little common sense...*

Before trip:

1. Know the River or Stream (by recent trip or by scouting).
2. Select meeting place and time.
3. Plan easiest way to shuttle.
4. Advise people about the nature of the trip, what class it is, time it will take, equipment to bring, how to get to meeting place, perhaps supply maps.
5. Inquire as to paddling ability and level of experience.
6. Find out how many are coming. Screen out problem situations. For example, parents with no experience who want to bring 2- or 3- year old children on a whitewater trip.
7. Make sure participants are members or guests of a member.
8. Know who cannot swim, or has any medical or health problems.

At the Meeting Place and During Trip:

9. Complete all required paperwork for ACKC and ACA
10. Conduct brief safety talk. Announce trip rules and enforce them.
11. Make certain each person has and wears a P.F.D. This is required!
12. Know who can not swim and/or has any medical problems.
13. Appoint competent lead and sweep people. Sweep boat has first aid kit and rescue gear.
14. Be prepared for emergencies (First Aid Kit and throw bag advised).
15. Encourage learning of technique on each trip.
16. Keep trip pace reasonable; discourage fast or slow paddling.
17. Select suitable lunch and rest stops.

At end of trip:

18. Make certain everyone has shuttle at end of trip.
19. Make sure everyone leaves for home with no problems.
20. Keep record of participants, submit trip rosters, waivers and event member fees within 5 days.
21. Be prepared to give oral report at next meeting and submit write-up to newsletter.
22. Above all, ENJOY the trip.