



KCA Trip/Event Coordinator's Checklist

revised: 4/18/2003 (TJH)

A. Before the Trip

- Screen your boaters
 1. Check their experience
 1. Ask direct questions
 2. Be sure that you are satisfied with answers
 3. Don't take someone who is not, in your opinion, qualified
 2. Must be a club member
 1. Get names and phone numbers/e-mail addresses
 2. For minors (under 18), check that they have a signed parent/guardian's waiver on file.
 3. Ask everyone to check their equipment
 1. Spare or Breakdown Paddle – 1/two boats
 2. Float bags
 3. Throw bag
 4. Whistle
 5. Knife
 6. Rescue gear
 7. First Aid kit
 4. Details
 1. Check their transportation (start thinking shuttle)
 2. Arrange a meeting place and time
 3. Provide a phone number for last-minute cancellations
 4. Give a drop-dead time
- Limit the number of boaters according to your comfort level.
 1. Talk to your co-leader
 2. Agree on a number suitable to your experience and the difficulty of the run

3. Decide whether you are willing to take minors, and if so, how many.
- Check the water levels
 1. Be flexible
 2. Be Safe
 3. Be prepared to change river sections or cancel altogether
 - Check your own equipment
 1. Breakdown Paddle
 2. Float bags
 3. Throw bag
 4. Whistle
 5. Knife
 6. Rescue gear
 7. First Aid

B. At the Meeting Place

1. Distribute and have boaters sign waivers
2. Make sure water level is within your expectations and skill level of group
3. Size up the boaters, skill levels and equipment
4. Set shuttle
 - Can you leave a car at midway point down the river, just in case?
5. Safety Talk
 1. Signals
 - Positive Hand or paddle signals
 - Use of Whistles
 - "Boat Over"
 - "Swimmer"
 2. Check for breakdown paddles, ropes, whistles, rescue and first aid gear
 3. Remind boaters of standard hazards on water
 - Foot Entrapment
 - Strainers
 - Alcohol
 - No PFD

4. Important Safety Concepts

1. Equipment is replaceable, people are not
2. Do Not Endanger yourself to rescue another
3. Self-Rescue First
 - Eskimo Roll
 - Swim boat and paddle to shore
4. T-Rescue
5. First boater rescues paddler, second recovers equipment
6. Portaging difficult rapid is always an option

6. Discuss Plan for Running the River

0. Order of boats
1. Role of lead and sweep
2. No boats in front of lead
3. No boats behind sweep
4. Plan for major play spots
5. Plan for major rapids and/or hazards
6. Scout and/or portage options

C. On the River

1. Maintain boat order
2. Monitor
 1. Water level
 2. Energy level
 3. Warmth (Hypothermia) level
 4. Hunger/thirst level
 5. Weather
 6. Time
3. Issues on the River
 1. Boater Ability
 2. If a boater is way over his or her head, insist on helping him or her leave the river immediately if that can be done safely
 1. Arrange a meeting place and time

2. Check for food and water
3. Consider hitching a ride with a raft
4. Place a car part way down the river if possible
3. Injuries
 1. Treat if you have the skill and equipment
 2. Seek immediate help if you do not
 3. Modify or cancel the trip as necessary
4. Lost Equipment
 1. Replace and continue on if possible
 2. Have boater take out - arrange a meeting place and time

D. After the Trip

5. Complete the shuttle, watch for gear/boats at the take-out
6. Write a post-trip article and send it to the Newsletter Editor