



## PaddleNSW Trip Leaders Checklist

This is a checklist/briefing guide to be used just prior to your trip and does not replace the full trip preparation and organisation. These trips are designed for members with at minimum, basic skills in paddling. The Recreational Trip Co-coordinator(RTC) or Club Trip coordinator will vet paddlers & the craft they wish to use before approval to a trip. The Coordinator will also keep a log of all trips and participants. Participants will be referred to the PaddleNSW website and the *Paddlers checklist* and *Introduction to Paddling, Trip Leaders/participant's checklist* and *AC Safety Guidelines* to ensure they are well equipped and meet the skills they require for the trip. A copy of the Float Plan will be left with the RTC or delegate, who is responsible for notifying authorities of an overdue trip. RTC must notify PaddleNSW verbally within 24 hours of incidents, emergencies or accidents.

Final acceptance of participants is up to the discretion of the trip leader. Final call for trip departure is up to the discretion of the trip leader. Trips can be suspended in poor weather or sea/river conditions.

A Trip Leader should feel confident when answering the following questions.

Checklist	Completed
I can answer in the affirmative to the following skills taken from the ACAS and PaddleNSW requirements for guiding recreational trips.	
I hold the ACAS award to lead this designated trip	
My delegate or I could administer first aid and implement an emergency plan should the need arise.	
The participants have been distributed with a trip schedule including locations, key times for arrival, departure, breaks, return and emergency overdue times	
I have written a trip – specific Risk Analysis/Management Plan and Trip Emergency Management Plan with key elements listed on the Float Plan.	
I have a copy of the Float plan to confirm with participants, their emergency contact details and possible health related concerns,	
I have organised for the Float Plan to be left with a responsible adult	
After the trip is completed I will forward the Float plan with comments to the Rec Committee &/or Club MC to assist in the collection of information for quality improvement of PNSW conducted trips	



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I can model the required skill set efficiently and safely for the level of trip advertised.	
I can conduct canoe and kayak activities across different disciplines, including trips in winds in flat sheltered waters or handle unexpected changed in river conditions in a whitewater trip	
I can manage a group of paddlers on a trip, group spread, multiple rescues in moderate conditions, manage tows, capsize	
I understand my responsibilities, safety guidelines, minimal environmental impact guidelines, risk management, incident reporting	
I have the appropriate communication devices and know how to use them	
I can interpret the weather for a trip	
I have a safety kit including first aid, tow rope, Personal Response Beacon when in wilderness areas, spare paddle, hand pump for flatwater/sea kayaks	
<b>Outline the Trip Plan to all participants;</b>	
○ Confirm that all participants are current members (full/single event) & who have acknowledged the warning of risk	
○ Describe where you are going and what the conditions will be like.	
○ For all contexts this includes; water temperature, weather, wind, duration of paddle, group specifics, etc.	
○ For sea trips this includes; wind, waves, tides, exposure, rebound areas, current vs. wind effects, etc.	
○ For whitewater this includes; rapid grades, rapid length (available rest areas), distance between rapids, etc.	
○ Lunch/breaks/expected finish for the day. As an approximate guide, a break every 60 – 90 minutes – preferably off the water. Rehydrate and snacks to be encouraged. Regroup for a few minutes if you can't get off the water-check progress.	

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○ Exit, rendezvous point/car shuttle	
○ Confirm individual expectations	
• <b>Confirm the Skills &amp; Equipment needed by all participants</b>	
○ Skills – ensure a paddlers’ skill meets the plan, and that they;	
○ Are comfortable paddling their boat in the worst that could happen in your plan?	
○ Can comfortably paddle the distance?	
○ Should there be a capsize - can they roll or have a plan for re-entry	
Boats are right for the conditions and plan	
○ All boats MUST contain sufficient buoyancy to float in a capsize, hand holds, towing loop ...	
○ For whitewater boats; fit, correct volume, comfort in this boat in the graded rapids	
○ For sea kayaks; can the paddler comfortably paddle in the conditions; maneuver, brace, roll, etc. Can they handle their boat if it becomes flooded, pump/bailing device	
Paddle – have a paddle that suits their skills, the plan and the conditions. Carry one spare to each 5 participants.	
○ Reiterate something as simple as a paddle can cause major problems. (don't test unknown equipment on programs that are stretching your skills - either test the equipment or stretch your skills)	
Clothing – dress to swim	
○ Type 2 PFD is essential	
○ Clothing must do a lot of things including shelter from sun, wind, rain, allow sweat to escape, keep cool AND keep warm in the water. Plan clothing for the worst thing that may happen during the day. Footwear for slippery rocks & warmth. NO cotton.	

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○ Spray deck – water tight, can be removed easily in a capsize	
○ Helmet for whitewater must be approved safety standard and well fitting.	
○ Adequate and suitable food and water. Extra for emergency delay. 2 litres water essential	
○ Waterproof storage for food and personal gear.	
○ Personal Gear Check: Equipment & PFD, clothes, sun screen, medication, fire lighting, energy packs	
<b>Safety and Emergency Gear for all participants;</b>	
○ Personal safety equipment – flatwater – pea less whistle, towline, knife, space blanket in waterproof /dry bag, bailer/hand pump	
○ Personal safety equipment – whitewater - pea less whistle, throw bag, knife, first aid kit, warm clothes, fire lighting equipment, space blanket	
○ Group safety equipment, towing lines/carabineers/pulleys/prussic loops, first aid, medication for specific medical problems, breakdown paddle (5/1), mobile phone when in range, PRB or radios, maps, dry bags easily accessible, bailer and hand pump	
○ Identify medical/first aid skills in group	
<b>Outline Group Management –</b>	
○ Confirm numbers & experience	
○ On water procedures & scouting	
○ 2I/C and tail end Charlie	
○ river signals; paddle, hand & whistle	
○ buddies &/ or group spread, etc	
○ capsize/swimming/retrieval procedures	
○ during the trip - Reassess paddler skills/weather/ conditions of	



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river & communicate progress with the group.	
○ Communicate with group – keep them informed and alert.	
<b>After trip responsibilities by the Trip Leader-</b>	
○ outline to participants that they can find an event feedback form on the website where they can suggest other good trips and possible improvements	
○ submit a FLOAT PLAN of the event to RTC, including number of participants, ratio of full/single event membership, forms and funds submitted to the Club and PaddleNSW coordinator.	
○ seek a volunteer, from participants, to submit a story and pictures to the PaddleNSW Newsletter	
○ ensure participants are assisted with packing up	
○ Remind members of resources available to PaddleNSW members; clubs, training, cross club events and the website for the latest info.	