

CHECKLISTS FOR TRIP LEADERS

A. PLANNING (not all will apply)

- Is there adequate parking available at the launch site? Are there fees for parking/ launching?
- Will you have at least a 3 foot tide while paddling tide flats?
- Did you allow adequate time for transportation (driving? carpooling? ferries?)
- Did you allow adequate time on the water? Plan to make 2 knots water speed (allowing for current), as well as enough time for lunch and breaks.
- Have you researched the paddling route and prepared a navigation plan?
- Have you identified landing spots for lunch and breaks?
- Do you have an alternate plan in case of bad weather or accidents?
- Did you send your proposal with the trip coordinator in ample time to allow for troubleshooting and posting the trip on the web site?

B. INSTRUCTIONS TO PARTICIPANTS (not all will apply)

- Did you describe the paddling route in enough detail so participants can follow it on a chart?
- Did you describe the level of difficulty and needed skills?
- Did you give clear instructions on how to get to the launch site or carpool site?
- Did you specify the launch time (e.g., "On the water at 10:00")?
- Did you identify additional required equipment for this trip?
- Did you provide a cell phone number where you can be reached in case of last minute problems?

C. SPECIAL EQUIPMENT FOR TRIP LEADER (not all will apply)

- Everything on the "Required Equipment" list
- A cow tail or tow rope
- 50 feet of light line
- A complete first aid kit
- A complete repair kit, including fiberglass repair kit
- Shelter, pad, and sleeping bag to care for injured or ill paddlers during an emergency
- A marine radio (Coast Guard rescue is Channel 16)
- A nautical chart of the route
- Liability release form (aka signup sheet) and a pen

D. BEFORE YOU LAUNCH (not all will apply)

- Did all participants sign the liability release form?
- Are all zippers zipped and all pfd's snug and secure? Is gear on decks secured?
- Ask who knows how to do a wet exit? an assisted rescue?
- Describe the route, lunch stops, breaks, etc. Ask who has a chart? a compass? a GPS?
- Demonstrate any paddle and whistle signals you will use (keep it simple). Ask everybody to show their whistle.
- Appoint a lieutenant to lead and another to take sweep. Stress the importance of buddying up and staying close for safety.

E. AFTER THE TRIP

- Email a trip report to the webmaster, with a few photos if you have them.
- Retain the liability release form for at least two years.