

This check list is to assist Trip Organizers stay organized and not forget anything. For more detailed resources and instruction, please refer to [Trip Organizer Role & Responsibilities](#)

### **BEFORE TRIP:**

- Arrange for a tow person
- Shed access - keys
- Check: flow rate, water level, river temperature, weather (combined water and air temperature must be above 40 degrees)
- Email: [info@oldsaltsclub.com](mailto:info@oldsaltsclub.com) Friday (week prior to the trip) with trip information as per Appendix A
- Have copies of road map/directions, put in, take out, shuttle

### **AT SHED:**

- Use [Trip Sheet](#) to sign in paddlers, collect trip money-no change given
- Check to see if anyone has First Aid qualifications
- Do people have their **Emergency Contact** cards?
- Initial [Trip Sheet](#) to verify that paddlers and fees match and put it+ money in brown envelope and submit to treasurer or board member. Take this envelope with you on the trip for safekeeping. Do not leave in the shed!
- Guests must sign a trip waiver
- Organize # of canoes and trailers. We don't use 2nd trailer unless we have 18 participants. (6 canoes from Trailer A and 3 canoes from Trailer B) Otherwise arrange for people to cartop.
- Short briefing: determine canoe partners, carpooling, same route, gas money for drivers including trailer towers, cell #'s shared (make sure that new members are made to feel welcome and have a strong canoeing partner)
- Ensure enough cars for shuttle, hand out maps
- First aid kit, extra PFD in trailer
- Check tie downs/locks on trailers
- LOCK SHEDS!**

### **AT PUT-IN**

- Have all cars arrived? unload
- Organize shuttle
- Arrange for lead + sweep canoe (sweep canoe carries the first aid kit).
- Short briefing - river signals, safety, hazards, review emergency procedures, special instructions
- Launch canoes

### **ON THE RIVER:**

- Regular canoe counts/keep together
- Ensure sweep canoe is not left too far behind or the lead canoe too far ahead
- Regular water/snack breaks

- Keep enough distance between canoes to allow for maneuvering around faster water and hazards

**AT TAKE-OUT:**

- Ensure everyone is off the river
- Supervise loading/tie downs/final sweep - nothing forgotten
- Back to put-in cars, meet where?
- Return all equipment to shed

**AT SHED:**

- Make sure tower has help (if required) to secure trailers in the shed
- Lock sheds/return key if needed
- Remind Tower to fill out "[Towing/Mileage Expense Form](#)". Can be found in blue binder