

PADDLE HOST INSTRUCTIONS

Please make sure you have the following forms with you on the day of a club paddle:

1. Explore North Coast Membership Application
2. Membership List with ACA Numbers and Waiver Needs
3. ACA Liability Release Forms (adult and child)

The Membership Application can be downloaded from our website and is used for new and renewing memberships. If someone joins (and pays) on the day of the paddle, they don't have to pay the \$5 special event fee for non-members. If they are already an ACA member (either individually or through another club), they only have to pay \$10 to join ENC, but they must give us their ACA number. ACA/non-club members do not have to pay the \$5 special event fee. The Membership List with ACA Numbers will be emailed to you a few days before your scheduled paddle. You will receive it in both pdf and xls formats. The pdf version is the easiest one to print so you can bring it with you on the day of the paddle, while the xls version allows you to copy records from it and paste it into the ACA Trip Report. The Membership List will list the club members' names, ACA numbers and whether they have a current Liability Release form on file.

Everyone who participates in a club paddle must have a current *Liability Release form (Waiver)* on file, or must sign one before the trip begins. This applies to both members and non-members. If the participant is a minor, the Waiver must also be signed by a parent or guardian. Please make sure their writing is legible and the form is filled out completely.

The ACA Trip Report is a Microsoft Excel file that can be downloaded from our website. It records everyone who participated in the club paddle, and must be submitted to the ACA within ten days after the paddle. **For members**, add only the member's names and ACA numbers. If they have not yet received an ACA number, just enter a "1" for their ACA number. You do not have to enter addresses for ACA or ENC members. Place an "X" in the Waiver column of the report for those who signed a Waiver before the event.

For non-ACA members, enter all the requested information in the ACA Trip Report (maybe not email address), and collect a \$5 guest fee to cover insurance. Leave the ACA number field blank. All of the information needed for non-ACA members will be found on their Waiver. Please make sure to place an "X" in the Waiver field, noting one was signed.

Please name the completed ACA Trip Report using a "Date_EventName" format, for example, "20150616_Trinidad". Email the completed Report to insurance@americancanoe.org and please remember to CC Scott Hagerty (scotthagerty11@gmail.com) and Charlotte Cerny (charlyfish@sbcglobal.net).

Finally, please snail mail the completed waivers, membership forms and fees, as soon as possible, to Charlotte at 1271 Vernon St., Eureka, CA. 95501.

Call Scott at 360-379-1558 if you have any questions.

January 16, 2017