

# Trip Leader Checklist

## Trip Planning

- Assess conditions and forecast
- Have a back-up, contingency, Plan B in place

## Assess Paddlers and Equipment

- Appropriate boats?
- Appropriate equipment and clothing?
- Appropriate skills?
- Any medical conditions to be aware of (location of critical medications)

## Describe Trip

- Suggestions/needs/wants/objectives
- Skills practice? Potty stops distance/duration

## Explain protocol

- Basic signals (whistle for attention, hand signals for direction)
- Staying together
- Leader, sweep

## Equipment Check

- PFDs zipped and secure, dry suits burped, hatches secured, etc.
- Radios, cell phones, first aid etc. - who's got 'em?

## On Leading

- Constant awareness and empathy
- Personal as well as group communication
- Leader takes blame/responsibility for decisions
- Move around within group
- Make paddle interesting - stop/explore/weave/land, watch interesting stuff.
- Don't teach or coach unless requested.
- No pressure on anyone to perform.
- Awareness, awareness, awareness – Keep track, keep count – constantly.

### **Leader Equipment**

- First aid kit, tow options, radio
- Paddle Float, Bilge Pump
- Spare clothes
- Water/candy bar/snacks
- Spare paddle and flares (?) • Emergency kit for fire?

### **What Ifs**

- Visualize scenarios and prepare for them.

### **Check-In With Everyone**

- Assess, assess, assess

### **Launching/Landing**

- Assist with launching – help everyone, then last off.
- Assist with landing – first on then assist everyone to land.

*Adapted from Trip-Leader Checklist by Michael Morris and Greg Bundros*