

## KCKA Trip Coordinator (TC) Guidelines

**NOTE:** These guidelines are designed to minimize risk. They do not remove all risk from this activity. Trip participation is at your own risk. Ask questions and be informed about this activity by talking to the trip coordinator and other knowledgeable participants and then make your own decision about whether to participate.

- **General information:** Trip coordinator (TC) shall set the trip date, logistics, and itinerary. He/She shall know the location of the put-in, take-out, shuttle route, and possible evacuation routes from the river/lake. This is especially important for multi-day trips. In many cases, the fastest evacuation route may be to go to the designated take-out.
- **Group size:** Recommended group size should be at least three boats. If the trip is on Class II and/or greater whitewater or is a multiday trip, a larger minimum group size could be considered.
- **Changes in conditions:** Be willing to cancel an event or pull off the river/lake if cold weather, high water, high winds, or if inclement weather occurs. The TC can also reschedule the trip to another date or river/lake.
- **Water level:** TC shall know the approximate river level and be able to interpret this information as high/normal/low water. He/She should know the character (Class) of the river for these flow conditions.
- **Waiver:** If using a Liability Release & Waiver Form, all participants must be INFORMED PRIOR to arrival at the put-in that they are required to sign a Release & Waiver. Although not ideal, the waiver may be signed at the put-in.
- **River Briefing (prior to launching):** The TC or another qualified participant shall present a briefing to participants. This could include:
  - a) Making introductions of the group, identifying the novice and experienced paddlers.
  - b) Designating a Lead Boater (knowledgeable about the river/lake) and Sweep Boater (capable of executing a rescue). Consider using the “buddy” system, thus adding another layer of rescue speed and capability.
  - c) Designating a Medical emergency Coordinator. Individuals may assume multiple responsibilities.
  - d) Designating a Rescue Coordinator. Individuals may assume multiple responsibilities.
  - e) Suggesting what to do if someone needs to self-rescue, i.e. capsize & swim, broach, etc. f) Explaining any known dangers (i.e. difficult rapids, strainers, undercuts) associated with the trip.
  - f) Explaining which (if any) known rapids or known hazards may be scouted or portaged, and on which side of the river.
  - g) Designating River/Lake paddle signals, whistles, or 2-radio devices so the group may communicate over distance.
  - h) Designating the general river running plan or route (in the case of lake travel).
  - i) Determining the general itinerary & location of any planned stops, hikes, breaks, lunch, take-out or evening camp.

revised: 1/18/2006