

Suncoast Seniors Recreational Kayak Club Inc

Co-ordinator's Checklist and Trip Record

DATE: **CO-ORDINATOR:**

VENUE:	Destination	Distance
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Weather	Wind forecast:	Tide times:
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Prior to the Outing:

1. Gather information about the area of the intended trip. If you have not paddled there before, discuss with someone who has.
2. Have a current weather forecast from BOM (www.bom.gov.au) for Sunshine Coast Waters. Remember wind gusts can be 40% higher than forecast.
3. Prepare a risk assessment for the trip using the club document "Risk Assessment Plan" and develop a plan to alleviate these risks
4. Obtain coordinators box, which should include: blank sign-on sheets, first-aid kit, throw bag, spare paddle, signal mirror and emergency beacon.

Potential risks:

Wind/Current/rough conditions	Y/N	Boat traffic	Y/N	Fatigue	Y/N	Sunburn/heat exhaustion	Y/N
Group spread	Y/N	Capsize	Y/N	Electrical Storm	Y/N	Hypothermia	Y/N
Personal Injury	Y/N	Medical conditions	Y/N	Other – Specify			

Steps to alleviate risks- discussed at the briefing

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At the venue:

1	Assemble all paddlers 5 minutes prior to departure	
2	Give a summary of the intended trip – paddling time, stops and return time	
3	Advise paddlers on the anticipated conditions and possible risks	
4	Remind paddles this is a "peer activity" and they have self-assessed their ability to participate in the expected conditions.	
5	Remind paddlers of the club rules on buoyancy vests (properly fitted), paynters fitted, whistles to be carried, suitable footwear, bailer or sponge.	
6	Take note of any injury, illness or medical conditions	
7	Nominate mentor for any new paddler	
8	Nominate tail and lead paddlers and allocate them radios.	
9	Ensure those with radios are familiar with their use.	
10	Confirm number of paddlers at the start and finish	

Communication:

Mobile Y/N VHF Radio: Y/N Whistle: Y/N Horn: Y/N

During the paddle

1. Do not start until all craft are in the water.
2. Constantly monitor the groups progress and stop for rests and regrouping
3. Travel at a speed comfortable for the whole group

Trip Report/Incidents

The co-ordinator to record any comments on the trip. If any significant incidents occur, record details over and refer to Committee Member.