

POLICY DOCUMENT

Policy Name: DUTIES AND RESPONSIBILITIES OF PADDLE COORDINATORS

Reason for Policy:

1. To ensure that outings are well coordinated and executed
2. To ensure consistency in the planning and conduct of outings
3. To monitor the safety of the whole group

Policy Guidelines:

1. Prior to Outings

- a. Obtain the Outing Sheet, First Aid Kit, emergency paddle, EPIRB & throw bag from previous leader.
- b. Record names of those intending to paddle.
- c. Pre plan what the Club will be doing for the day. Consult with experienced members for advice on tides or maps; check tides and weather data.
- d. Visit the venue if necessary.

2. At Commencement of the Paddle

- a. Have all paddlers group together near their craft & explain the day's program (stops, meals, time of return).
- b. Check that the Club's safety and emergency gear is safely stowed.
- c. Nominate lead boat and tail end Charlie.
- d. Nominate partners for inexperienced and new members
- e. Remind paddlers to stay behind the lead boat.
- f. Count the number of craft on the water.
- g. Ensure all paddlers are wearing buoyancy vests and footwear as well as carrying their safety equipment e.g. whistle, bailer or sponge or pump, painter.

3. During the Paddle

- a. Check progress of all craft and paddlers and maintain the cohesiveness of the group by staying in contact with all paddlers.
- b. Allow rest periods when required.
- c. Monitor weather conditions.

4. At the End of the Days Paddle

- a. Complete the trip record and deliver the trip sheet to the secretary for filing.
- b. Hand folder and safety gear to the next outing leader or a committee member.

5. Cancellation and Curtailment of the Program

- a. If conditions are inclement or otherwise unsafe it may be prudent to cancel on the previous day or on the day – even after arriving at the venue. If appropriate, look for close, safe alternative venues. If conditions deteriorate during a paddle consult with Management Committee members or in their absence other experienced paddlers about altering the plan or returning to home.



SUNCOAST SENIORS RECREATIONAL KAYAKING CLUB INC.

6. *Heavy or Difficult Conditions.*

If the group finds itself in heavy or difficult conditions. E.g. Estuary Mouths, Bar Crossings or Surf.

- a. Assemble the group, initially, for a briefing.
- b. Employ the buddy system.
- c. Regroup following for a numbers check.
- d. Deploy at least two Tail End Charlies.

The leader must pace the group by the slowest paddler without making the person feel a liability to the group.

