

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.



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- b. If the group finds itself in heavy or difficult conditions implement the club policy of close group paddling, and buddying paddlers for safety.

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

