

Trip organiser

LEEDS CANOE CLUB DAY TRIPS

This role can be taken on by any adult club member with appropriate remit for grade of trip as per the remit policy

This policy applies to all 1 day trips

Trip safety officer considered to be the organiser as part of British canoeing events -

Ensure sufficient Club river leaders are available for the trip, and discuss with them to determine appropriate leader/paddler ratios for the trip (River leaders are members holding an appropriate Club remit for the grade of river or hold British Canoeing 4* or 5*)

Act as the primary contact for the trip, advertise it, manage bookings, ensure payments are received by the Club, and ensure appropriate leader/paddler ratios are met - Set up/ manage web collect form for trip for members to register. Non admins can request this from club

First Aid When planning an event, it is important to consider the first aid and medical cover you will need. As a minimum:

- A trained first aider
- An appropriate first aid kit
- A means of communication and knowledge of where the event is taking place

Ensure signed parental consent forms have been received and know who the appropriate responsible adults are for each unaccompanied junior

Arrange kit hire, collection and safe return for members that require it

Choose appropriate river for group attending

Be prepared to turn away or ask for separate group for non-sign up members or non-members who are at the river or club that may present a risk of over ratio or unmanageable group

Leeds canoe club are not responsible for any non-club trip event or member taking part in non-club trips

Members who sign up to club trips and change groups on the event to a non-club are considered to not be a part of club trip.

Trip leaders have the right to cancel/ move trips where levels are deemed inappropriate including when rivers rise during the trip

Leaders to Apply club risk assessment Policy

Members to sign up to trips they would like to take part – opened as a first come first serve basis

Trip organiser to ensure all paddlers have appropriate equipment- buoyancy aids, helmets and clothing – see clothing list

Damaged equipment-

Any club kit damaged/ lost should be reported to club and marked as such so equipment is not used until repaired

Safety officer

The club has a duty to ensure club trips are run with safety of members, introductory members, Leaders and coaches. If you as trip leader can ask advice regarding trips.

Trip accidents – see accident policy

Driving/ shuttles on trips- it is down to the driver of the vehicle to ensure safe securing of boats, paddles. Leeds canoe club are not responsible for arrangement of shuttles or carshare this is down to the individuals/drivers to arrange including fuel payment arrangements.