

I want to organise a club paddling trip!

What should I do?

Leader Essentials

For our BC insurance to be valid on your trip, there must be someone on it:

- With a FSRT certificate (Currently Bill, Micah, Naomi, Josh, Matt H, Phil, Claire, Louise, (Luke)
- With a first aid certificate (Currently Louise, Naomi, Phil, Alan, others) within 3 years of training OR with first aid training organised by WASC (within 3 years). This person MUST be the leader or be a competent paddler within your group.
- With BC safeguarding training (Currently Louise, Naomi, Phil, Alan) within 3 years

The leader must be competent to paddle on the type of water on which the trip will take place.

Having a plan

While planning your trip, think about these questions

- Do you know the waterway you are going on? If not, what can you find out about it?
- Where are good access points?
- What 'type of water' is it (very sheltered, sheltered, moderate etc)?
- What level of expertise would someone on your trip need?
(beginner – developing skills – independent – advanced)
- How many people can you realistically keep an eye on on the trip? Do you need assistance?
(Maximum 8 per leader). Who can you ask for help?
- How are you going to transport craft to the venue?
- Have you got a first aider, and someone with FSRT / safeguarding? (BC requirement)

Communicating your plan

To be insured by BC, your event must be calendared. Any trip that is organised on a WASC chat group (for example WASC Watersports, WASC paddle leadership) is said to be calendared.

You also have the option of posting your trip on Facebook. You can do this yourself or ask a committee member to do so. Make sure any pictures posted are royalty-free and have permission. (Pixabay is good for this). You will have the option of invite members of the Facebook group who are not paid up members to the trip, which means you will have more responsibility. Think carefully about whether you want non-paid up members on the trip before choosing this option!

Writing your trip plan

Write a plan which includes the following information.

- Date, time and estimated duration
- Route, plus where to meet & park
- Level of expertise required for the trip
- Number of places available
- Any anticipated risks (eg weather, water level) and contingency plans (BC requirement)

- Clothing /food / other things to wear or bring
- Equipment needed and how members can access it /transport
- Cost (Our fees for borrowing club kayaks are £2.50 for > 3 hours, £5 for a half day, £10 for a full day) and how to pay (include the bank transfer information for the club account)

You can use a Word Doc template (ask Naomi) or write the information directly onto Whatsapp / Facebook.

Make participants aware of whether it's a scouting trip (discovering a new, unknown route which could have unexpected hazards) or a known trip, and the expected kind of water (very sheltered, sheltered, moving).

Be aware that people may not read your trip plan thoroughly!

Make sure you have a first aid kit (BC requirement). The club has two waterproof kits.

Participants

- You will have to keep track of the people who want to come on the trip to ensure that there is enough equipment available and that you feel confident to lead a group with that size and membership.
- YOU CAN DISCOURAGE / REFUSE PARTICIPATION OF MEMBERS IF YOU FEEL THEIR SKILL IS NOT UP TO THE TRIP. DISCUSS WITH FELLOW LEADERS FOR INFORMATION ABOUT MEMBERS IF YOU AREN'T SURE – you can use the paddling leader Whatsapp group for this.
- Use the paddling leadership chatgroup to designate a 'second in command' if you need one.

If you have posted your event on Facebook, be aware that non WASC members can just click 'going' on Facebook, but they may not really intend to join. Ask Naomi or Charlotte for help identifying members and non-members if you aren't sure.

Before the event

At your initial briefing on the trip, here are some things to cover:

The initial meet and Greet.

M	Me	
Y	You	Introduce yourself – Expectations Names matter – Develop strategies for remembering them What do they want to get from the session? What experience do they have? Check their personal clothing and equipment. (warm – cold – wind – footwear)
A	Activity	Introduce the session, what is its main aims are – FUN -development Agree outcomes, rules and craft , props etc
B	Boundaries	On and off the water (red, amber, green) Behaviour Boundaries -respect for each other and equipment
C	Communication	Use of signals, whistle, other water users, line of sight, distractions , Noise (wind)
D	Doctor	Any medical matters I or group need to know about (disclosure) Provide opportunity to provide information on 1-2-1 basis privately Water quality awareness – wash hands after session, shower etc. COVID
E	Equipment	Check equipment is fit for purpose, personal kit and equipment Airbags in boats, leashes on SUPS, Action on wind, capsize, what to do if the coach is injured (yellow bag)

Tell participants who the first aid person on the trip is.

You can use the wipe-clean trip report as a pre departure checklist.

After the event

After your trip, you may want to chat to everyone about the following:

- say goodbye and congratulate all
- ask about any highlights, and anything that could be done differently next time
- check if anyone was injured
- ask if the equipment was functioning well; report any problems to Bill

During or after the event, complete the wipe-clean trip report which details exact participants, and passes on useful information to other leaders about the route or participants. Take a photo of it and put it on the paddling leaders Whatsapp chat.