



Bow Waters Canoe Club - Canoe Tour Coordinators Checklist 2010

Item	Completed
Prep Signup and Prescreen	
Prescreening for skill and experience, done on all paddlers	
Description of river run, features, and skill level required	
Landowner notified if necessary in advance via club	
Parents skills should be adequate for river if bringing children	
Shuttle Coordination	
All members have seat belts on a shuttle	
Don't loose vehicles, make sure everyone knows where to go, or follow others	
The Put In	
Waiver signed by all participants	
Brief non members explicitly regarding responsibility, sign waiver	
Someone reads the RESPONSIBILITY briefing sheet out loud	
Confirm that participants have PFD's, 15 m rope, bailers, Whistles	
Review paddle signals	
What to do in a swim/rescue situation,	
Everyone has a PFD on, Mandatory by law and BWCC	
Front boat is not a guide boat, Reinforce individual scouting	
Front and Sweep designation	
First Aid Kits - who has them	
Describe river conditions	
Low Impact ethic	
On the River	
Divide large groups, 8 boat max suggested	
Stay behind front boat and in front of sweep	
Spacing between boats, kayaks and canoes maneuver differently	
Front boat to not get too far ahead of group, visual distance,	
If in doubt scout it out	
After swims, get dry clothes on and attend to potential injuries.	
The Take Out	
Fill out trip report after the trip, mail in or return at end of season.	
Make sure all vehicles start before leaving take out	
Get a newsletter article volunteer	
Record near misses & incidents	
Misc	
Utilize, more experienced member and group knowledge and cooperation	