

# MCP Paddling Trip Organizer Checklist - March 2020

= Required by Insurance Carrier (While this checklist is intended to help trip organizers with a helpful reference those items with a  are requirements.

## Pre-Trip

- Get current trip knowledge (paddle or contact someone with current info)
- Emergency planning (where are nearest medical services)
- Shuttle route (set up, scouted for obstructions)
- Put-in/lunch spot/take-out (locations, parking, alternate take-out)
- Weather forecast (especially thunderstorms)
- Post-paddle food (if applicable location of beverages/food after trip)
- Print Trip Roster and Guest Waiver Forms (MCP website, forms tab)
- First aid kit, charged phone (marine radio/PLB where prudent)

## Shuttle

- Folks gathering - best time to initiate trip roster sign in (note any med info)
- Identify shuttle drivers and plan
- Provide maps showing landings, shuttle route, etc. (if needed)
- Equipment reminder (remind paddlers not to leave PFD or paddle, lunch, etc., in vehicles)
- Designate lead driver for shuttle

## At the Put-In

- MCP Trip Roster signed by all (note contact and any med info provided)
- Guest Insurance Waivers signed (Guests are required to sign a waiver at EACH MCP event they attend, and guests are only allowed 3 trips, then they must join MCP)\*
- Introductions
- Provide trip overview (highlights, concerns, FYI's, nearest medical services)
- Mandatory Equipment Check (everyone has whistle and PFD)
- Equipment (dressed for conditions, spare clothing in drybag, safety gear, spare paddle, first aid kits, water)
- Identify lead / sweep boaters (if applicable-they know boat count; explain their role to group)
- Remind paddlers about spacing (keep boat ahead/behind in sight, if applicable)
- Review safety procedures (signaling with paddle or whistle, throw rope, if applicable)
- Shuttle driver courtesy (early boats off consider running shuttle drivers back)
- Post-paddle food (location of beverages/food after trip, if applicable)

## Post - Trip

- Scan or take picture of Guest Insurance Waivers and email or mail to MCP Trip Coordinator (MCP is required to send the guest waivers to our insurance company at year end)
- Contact Trip Coordinator with any helpful info for future return trips
- Consider writing a short article about the trip for the Paddler (forward to Paddler editor)

INSURANCE CARRIER REQUIREMENTS – Members signed the insurance waiver online when they joined. Trip organizers should have copies of the waiver available for each guest to complete. Forward guest waivers (scan/email/snail mail) to the MCP Trip Coordinator after the outing.

\*NOTE REGARDING JOINT PADDLES WITH SIERRA CLUB: Since Sierra Club has their own insurance, a paddler who is a Sierra Club member but is not a MCP member, is excepted from the 3 "try-it-out" guest policy. A Sierra Club member is not required to become a MCP member. The paddlers on a joint trip should sign their respective waiver forms according to their club's policy.