

MCP Trip Organizer Checklist 2016

= Required by Insurance Carrier (**While this checklist is intended to guide trip organizers with a helpful reference, those few items below highlighted in bold are required.**)

Pre-Trip

- Get current trip knowledge (paddle or contact someone with current info)
- Emergency planning (where are nearest medical services)
- Plan shuttle route (set up, scouted for obstructions)
- Review put-in/lunch spot/take-out (locations, parking, alternate take-out)
- Check weather forecast (especially thunderstorms)
- Provide suggestions for overnight accommodations (if a multiday trip)
- Plan post-paddle social activity (location of beverages/food after trip-if applicable)
- Print Trip and Annual Insurance Waiver Forms (MCP website, forms tab)
- Have first aid kit, charged phone (marine radio/PLB where prudent)

Shuttle

- Folks gathering - best time to initiate Waiver signatures (signatures required; note 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

- Ensure Annual Insurance Waiver signed (ask if already submitted, acquire if not)**
- MCP Trip Waiver signed by all (signatures required; note contact and any med info provided)
- Paddler introductions
- Provide trip overview (highlights, concerns, FYI's, nearest medical services)**
- Equipment (one whistle per boat and PFD is available—recommend everyone wear PFD)**
- Equipment (dressed for conditions, spare clothing, 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, not too close)
- Review safety procedures (signaling with paddle or whistle, throw rope, if applicable)**
- Shuttle driver courtesy (early boats off consider running shuttle drivers back)
- Discuss post-paddle social activity (location of beverages/food after trip-if applicable)

Post - Trip

- Forward completed MCP Trip Waiver forms to club Trip Coordinator (mail or hand carry)
- Mail Insurance Waivers (MCP, PO Box 14631, Madison WI 53708-0631)**
- 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 – each participant on an MCP outing is required to have an annual insurance waiver submitted! Trip organizers should have some copies available for any member (or guest) to complete. Mail Insurance Waivers to MCP, PO Box 14631, Madison, WI 53708-0631.