

MALLAIG & DISTRICT CANOE CLUB

TRIP ORGANISER PLANNING SHEET							
<p>Pre trip tasks for organiser:</p> <p>1. 2 weeks prior to trip email invitation to all members, using BCC, along with link to "Guidelines for Trip Participants".</p> <p>2. Once you have list of participants send out "Trip Participant Questionnaire".</p> <p>3. Email an outline of the plan for the trip and potential conditions, meeting info etc. to participants a few days prior to the trip. Include names of participants so car-shares can be organised.</p> <p>4. Complete this form – update with weather at latest possible time. Send/give complete Planning sheet to your own Shore Contact and the Health & Safety Officer, inc. emergency contact info. Take one copy with you on trip.</p> <p>At put-in: Confirm route, check safety equipment, agree VHF channel, inform coastguard of plans, agree group control, signals, emergency action, participant medical considerations if group need to be informed, confidence, roles. Warm-up exercise if you feel like it.</p>							
DATE/S	DAY 1		DAY 2		DAY 3		
TRIP GRADING (A/B/C etc.)							
ROUTE/DISTANCE							
FORECAST/SEA STATE							
TIDES	PORT		PORT		PORT		
	H.W.	H.W.	H.W.	H.W.	H.W.	H.W.	
	L.W.	L.W.	L.W.	L.W.	L.W.	L.W.	
POTENTIAL HAZARDS NOTE TIDAL FLOW RATES etc. IF RELEVANT							
PLANNED CAMP LOCATION							
GRID REF.							
RATIO EXPERIENCED TO INEXPERIENCED PADDLERS (ratio required will depend on forecast/sea state/location etc.)			MEDICAL CONSIDERATIONS/ HEALTH ISSUES NOTED		YES/NO		
INDIVIDUAL CONTACT NOS. RECORDED	YES/NO		PRE-TRIP COVID-19 BRIEFING SENT OUT		YES / NO / N/A		
TRIP ORGANISER NAME			SHORE CONTACT NAME				
MOBILE NO.			MOBILE NO.				
SAFETY EQUIPMENT CARRIED BY GROUP – HOW MANY?							
VHF		EPIRB		Pump		Group shelter	
GPS		Map		Spare paddle		Survival bag	
Mobile phone		Compass		First aid kit		Foil blanket	
PLB		Whistle		Repair kit		Flares	
SPOT		Tow line		Knife		Anything else	

