



Whitewater Canoe Club Incorporated (WWCC)
River Trip Code of Good Practice

Annex A: Trip Leader Check List

Before the river

1. Get to know the people on the trip, i.e.: their names, and abilities.
2. At the meeting point, ensure you record on the Contact List the name and contact phone number of all participants.
3. Make sure everyone knows where to meet, e.g. on the way, at the take out, etc.
4. Advise all participants of the nature of the trip being undertaken. This includes, but is not limited to, difficulty, known hazards and their locations, weather, time to complete, and escape routes. Offer participants the opportunity to discuss any concerns about their ability to undertake the trip with the Trip Leader. It is ultimately the participant's decision whether to undertake the trip.
5. The Trip Leader may, however, at their sole discretion, refuse to accept a participant on any trip, if they have concerns about the safety of the group or any individuals.
6. Check suitability of kayaks for the paddlers and river.

Name of River Date

Section from..... to

Weather Forecast Source

Wind.....Rain.....Temperature.....

Other weather comments.....

Flow (actual/estimate)cumecs/level at.....gauge. Rising or Falling.....

Number on trip

Organiser's name.....

Trip Leader's name.....

Record decision to proceed with trip or amend plans based on conditions

At the River Put In (or helicopter pick up point if applicable)

- Count paddlers and cross-check to **Contact List, which must be completed by all participants.**
- Who has paddled this river before?
- Check who has rescue gear and record details below.
- Check suitability of kayaks for the paddlers and river
- Ensure the Raft Leader(s) check condition of rafts if rafts are on trip
- Helicopter briefing (if applicable)

Rescue Gear – suggested minimum needs *This will depend on the river, conditions, and the people on the trip.*

Group Gear –in addition to personal equipment - as appropriate for group, river and conditions

	✓ and comments
Personal Locator Beacon (PLB)	
First Aid Kit (Ideally 1 per person, but minimum 1 per 4 people)	
3 Prussic Prusik loops x 2. (i.e. 6 per group)	
3 carabiners x 2. (i.e. 6 per group)	
Folding Saw (1 per group)	
Laminated map or GPS - for remote or multi-day trips	

Personal Gear

	✓ and comments
Split paddle per person, or per group as appropriate for river and craft	
Tow line on PFD for those capable of rescuing others	
Extra warm clothing in a dry bag, secured.	
Throwbag and Knife	
Food and drink sufficient for the duration of the trip	
Personal first aid kit etc eg: Allergy/asthma etc medication, sun cream, insect repellent	

Rafts if included on trip – per raft

Checklist	✓ and comments
Throwbag(s) and knife	
First aid kit	
Paddle per person + 2 spares	
Guide's paddle	
River saw	
Flip lines	
Bow and stern lines	

Rafts if included on trip – per raft group but on **LAST** raft

Checklist	✓ and comments
Pump	
Repair kit suitable for raft materials	
Rescue equipment suitable for the river	

Trip Leader Briefing

- Check experience of paddlers, and form into groups with a balance of skills.
- Appoint group leader(s), Tail End Charlie(s) (including an overall TEC); always stay with group (unless changing circumstances dictate otherwise and this is clearly understood by all concerned); each person is responsible for maintaining contact with the following paddler.
- Any medical issues that trip participants/leaders need to know?
- Buddy up less experienced paddlers.
- Check gear and clothing of less experienced, i.e. boat buoyancy, helmet, lifejackets, paddle jacket, spray-deck **with tag**, thermals.
- Tow-lines
- Demonstrate River Signals as appropriate
- How to paddle with rafts - STAY CLEAR OF THEM!
- Arrange meeting points on the river (if necessary).
- Note and describe any hazards and the safe upstream breakout eddies.
- Make sure everyone knows where the Take Out and intermediate take-outs are.
- Where are the car keys?
- If rafts are on the trip:
 - Dealing with flips
 - Rescuing swimmers
 - Different lines to kayaks
 - Raft leaders conduct raft safety briefings and paddler training
 - Rafts may run safety for kayakers and vice versa.



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While individual paddlers are responsible for making decisions about what they are capable of paddling, the Trip Leader can ask, and may require, people not to paddle given concerns about their equipment or experience. It should be noted that on those rare occasions when a Trip Leader requires someone to not paddle, that requirement will need to be complied with.

TRIP REPORT (Trip Leader to ensure completion)

Record any incidents or accidents. Use extra sheets if required.

On the water time Off the watertime

Hazards - describe location and nature of hazard (e.g. tree in drop)

Incidents (near misses and risky or extended swims)

Accidents

Location

Person(s) involved

What happened?



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State any medical treatment given

Any follow up required? (Any other comments/learnings – e.g., good trip, problems with lack of daylight etc)

Trip Leader name..... Date submitted

Form completed by (if not Trip Leader).....

Complete on or off-line and forward to tripreport@whitewater.org.nz

Guidance note: "Person(s) involved" may be anonymized if it is felt by those involved they would prefer not to be named. If this is done, people can be referred to as, for example "an experienced paddler" or "the tail end Charlie" or "a newish paddler" etc.