



# NEW FOREST KAYAK AND CANOE CLUB

## Trip planning procedure

<i>Created on:</i>	<i>4<sup>th</sup> April 2022</i>
<i>Created by:</i>	<i>Justin Davis (chair)</i>

<i>Last committee review date:</i>	
<i>Reviewed 24<sup>th</sup> April 2023 by:</i>	Committee Present: Justin Davis, Robert Salmon, Annie Hallam, Ya Huang, Duncan Gray, Mark Shakespeare Vicky Burden
<i>Reviewed 28<sup>th</sup> March 2024 by:</i>	Committee: Justin Davis, Jane Chapman, Rachel Hughes, Mark Shakespeare, Robert Wright, Richard Payne, Annie Hallam
<i>Reviewed 4<sup>th</sup> Jun 25 by:</i>	Committee Annie Hallam, Carolyn Thomson-Easter, Craig McCullough, Duncan Gray, James Neill, Jane Chapman, Jeremy Mortimer, John Taylor, Mark Shakespeare, Rachel Huges, Richard Shelly, Robert Wright & Ya Huang.
<i>Next Review due:</i>	June 2026

### Important safety rules

- **Every trip should involve a minimum of 3 paddlers**
- **Every trip should have an appropriate co-leader/assistant who would be happy leading the same grade of paddle.**

- *Every trip should have a **designated shore contact** – see **club shore contact procedure** - (this could be another member, a partner or a committee member who would be able to alert the committee and describe the trip plan in the event of emergency). Please share this information on the forum and with your group.*
- *Every trip should have a participant with **first aid-training**. Please check with your group and make everyone aware.*
- *Every trip should carry the **safety/communications equipment** described in the grade descriptions. The club has full leader kit available to borrow from Annie Hallam (message her on the forum if you need it).*

## **How to run a club trip**

**Step 1** Trip leader proposes sea kayak trip with appropriate date, details of tide-times and tidal range, route, proposed group size, assistant leaders and suggested grading of trip (see website). This is emailed to/discussed with committee members or suggested at a trip-planning meeting.

**By offering to lead the trip described, the leader is confirming that they have read and agreed to the terms on the TRIP LEADER CHECKLIST on the club website.**

**Step 2** Trip plan must be approved by at least three committee members, two of whom are experienced paddlers who lead trips at above the grade of the paddle (or at grade D for grade D paddles).. For the trip to gain approval the leader(s) must satisfy the committee that they have recorded appropriate skills, equipment and experience on an TRIP LEADER EXPERIENCE RECORD for a trip of that grade. Committee members who approve the trip must also be in agreement that the trip plan is sensible given the tidal information/likely sea state/weather.

**Step 3** Agreed Trip is advertised on the calendar.

**Step 4** Near the time of the trip, the Trip leader advertises the trip on the forum with details of proposed route, start and finish times and plan (on the

club-trips board). They may also advertise it in outline on the facebook group page but direct paddlers to sign-up only on the forum.

At this stage the leader MUST include the statement:

**‘By signing up to join the trip you are agreeing to the terms on the TRIP PARTICIPANT CHECKLIST and RISK ASSESSMENT on the website’.**

Please include for participants a link to take them to the checklist and risk assessment – it is pinned to the club trips board and is also on the website in safety documents. It may be helpful to include a link in your forum post to take people straight to the documents!

**Step 5** Participants sign-up using the forum. This should be done openly on the club-trips board. However, the leader may want to contact individuals to discuss their suitability for the trip. This may be done using a private message or phone call (contact committee members for contact details if necessary).

Make sure you identify an appropriate shore contact – see **club shore contact procedure on forum** – and make sure they are identified on the forum post with contact details. ***Make sure they have details of your trip return time, the route and are left with an electronic or paper copy of the shore contact procedure and the list of committee contacts***

**Step 6** Immediately prior to the trip, the Leader confirms on the forum final details including times for ‘on the water’, ‘off the water’ (estimated) , essential equipment (eg helmet) and desirable equipment (VHF etc). Essentials such as buoyancy aid and clothing do not need to be detailed but the leader may want to suggest appropriate clothing if they feel it is necessary.

**Step 7** Every paddle should be immediately preceded by a beach briefing in which the leader checks equipment, gives details of plan, tides, expected conditions and organises paddlers to ensure the safety of the event.

Emergency procedures, accident reporting and near miss reporting - see separate document