

Guidance for Trip Coordinators of RMCC Trips

Rocky Mountain Canoe Club

It's your responsibility to set the parameters for the trip, obtain permits, understand and comply with regulations, and to communicate to all trip members. Trip Coordinators (TC) are encouraged to have instruction in canoeing, first aid, and river rescue.

Ask the Trip Master to put the event on the RMCC website. Feel free to provide links to information about the trip or flow. RMCC trips are scheduled on the RMCC website calendar and may be advertised through website posts and/or RMCC Google Group emails. Pick up trips can be advertised with the RMCC Google Group, but are considered private trips and are not advertised on the website. This document applies to RMCC trips.

Send all participants details on the trip. Excellent resources include:

- [Presentation on trip planning from Debbie Hinde.](#)
- [Pre-trip information sheet \(email\) from Dave Allured](#)

Follow all ACA procedures before, during and after the trip as specified in the [TC Instructions for ACA Trips and Events](#) document.

You or your designee should conduct a safety talk at the put-in. An example safety talk is part of this [put-in checklist](#). As a risk management measure, hand a copy to a Participant and have them check off and sign that you have covered each item. Keep this with the trip documents.

You have the discretion to run the trip as you see fit. Some general suggestions include:

- With a large group or on difficult water, designate a "sweep boat." Take the lead or ask another boat to take the first position.
- Keep all boats in sight.
- Count the number of boats and the number of people.
- Monitor participants and remind them to:
 - o Keep PFD's on and fastened,
 - o Drink water
 - o Use sunscreen
 - o Check if they are cold or too warm
- Identify who is carrying emergency equipment such as throw bags or other gear, and who has the skill to use them.
- Designate river signals - one whistle blast means I want your attention, three blasts means I am in trouble. Two pats on the head: are you OK? Two pats in answer: "I'm OK". A finger across the neck or no response means "I'm not OK". A paddle held horizontally overhead means stop;

up and to the right means go right, up and to the left, go left, up and centered means go to middle.

Lead by example!!!

Link to the TC Instructions for ACA Trips and Events:

https://rockymountaincanoecub.net/wp-content/uploads/2026/04/Trip-Coordinator-Instructions-for-using-ACA-Insurance-on-Trips_Events_4_12_26-1.pdf

Link to put-in checklist:

<https://rockymountaincanoecub.net/wp-content/uploads/2013/12/Oxenford-Put-in-checklist.pdf>