

## **Trip Coordinator Instructions for using ACA Insurance on Trips/Events**

Revised 4/15/2026

Following is a list of tasks for a Trip Coordinator (TC) to run a trip or event that uses ACA Insurance.

### **Prior to the Trip**

- Refer to this list of instructions, as found on the RMCC website; and download the Standard Safety Procedures (RMCC's generic doc) from the same location if Class III or above.
- Send an email including the TC's name and contact info, event name / location, start / end dates, whitewater classification, and a short description to the RMCC Trip Master. This should be done at least 48 hours in advance for a Class I or II event/trip and 3 weeks ahead of a Class III or IV event/trip so that there is time to gain ACA approval. If Class III or above an ACA Risk Management document will need to be created by the Trip Master with your help. Class III trip insurance requests must be uploaded by the Trip Master to the ACA at least 10 days before the float.
- The Trip Master will include in the calendar entry an event name and date to be used for any ACA event waivers that are filed online by your participants. It is important to use the correct event name and date or the waiver may be difficult to retrieve by the Trip Master. The link for online event waivers without payment of the fee in advance is [Sport:80 | Investing in Sport](#). Participants can also pay the ACA insurance fee in advance using a different wizard: [Sport:80 | Investing in Sport](#). If the \$10 fee is paid in advance there will be NO REFUND if the trip is cancelled or the participant cannot attend. A few days before your event the Trip Master should send you a report of who has filed waivers online.
- OPTIONAL: Obtain a copy of the most current roster of current RMCC members and ACA members who belong to RMCC from the Membership chairman or a club officer. Be sure to check the ACA annual expiration date. If ACA membership expires before or during your trip, get an ACA event waiver. If RMCC membership is expired, please encourage that participant to renew.

### **At the Put-in or beginning of an Event**

- Communicate any ACA rules and safety measures that are appropriate for the trip/event. Standard Safety Procedures are at: <https://rockymountaincanooclub.net/wp-content/uploads/2013/12/RMCC-RIVER-SAFETY.pdf>.
- Create your own roster of people on the trip along with any ACA numbers, OR Check-off participants on the ACA roster and add any non-ACA names to the bottom of the list.
- Provide an ACA Event Waiver to each person who is not an ACA member or has not filed an event waiver online and ask them to sign it. Collect the signed waivers and \$10 (check or cash) from each person who is not an ACA member. Checks are to be written to the ACA.

### **During the Trip**

- If people are ignorant of or purposefully breaking ACA rules, ask them to follow the ACA Requirements and Guidelines and tell them that their actions could jeopardize full insurance coverage for that event. [ACA Risk Management Requirements for Paddle America Clubs and Affiliate Organizations](#).

## **After the Trip**

- Translate any cash that was collected into a personal check written to the ACA.
- After your trip, download this spreadsheet. [event\\_final\\_reportform\\_roster-2025-12-01.xlsx](#)  
Fill it out and print it, then email a copy to the Trip Master. Within 2 weeks, put the Final Report printout, all signed ACA waivers, and all checks in an envelope addressed to the Trip Master, who will scan the waivers, upload the final report and mail checks to the ACA.