

Organising a Club Trip Crib Sheet.



There is a lot of good information on the website to help you organise a Regents club trip. This sheet covers the main components involved and guides you to any additional documents.

Before Anything Else

[Read the RCC Risk Assessment for Events and Trips](#)

This contains essential information on trip safety. If any additional risks are identified before the trip goes ahead, they must be discussed with the experienced paddlers on the trip. All risks should be appropriately reduced, mitigated or outright avoided via an alternative plan. If in doubt, ask the trips officer.

First Time Organising A Trip?

You will be paired up with an experienced member of the club to assist with the risk assessment, river choices, group strength, etc. It is fine to email any questions or queries you may have in advance to the river leaders on the trip.

Managing Expectations

Let paddlers of all levels know what the trip is likely to involve in terms of river choices, level and opportunities. For example, *on the Dart trip: potential opportunity for more experienced to paddle the upper dart; dependent on levels and group strength left for loop/lower.*

Understanding Experience

If you don't know someone or you're unsure of their skills, don't be afraid to ask for their experience level. *e.g. What rivers have they done before? Have they been to Lee Valley? Have they done the intro course?*

Leaders Meetings

Always have a leader's meeting prior to paddling each morning, or a whole group meeting for a peer paddle. It is important people can ensure rivers and levels are suitable for the proposed groups and if not look at alternative options. This will take time, but it is essential that leaders are comfortable with 1) the rivers chosen 2) the groups they are leading and 3) that they are aware of any individual needs within their group.

Briefing Groups

To ensure group safety individual groups have a group chat before getting on the river, led by the experienced paddlers. This covers safety, swimming, equipment and aims etc. Leaders should be encouraged to do a post paddle debrief, if things gone well note what, and if things gone wrong, encourage a bit more of a debrief when people have got changed.

Member Privacy

You will need to be mindful of the personal information people give you and how it is shared. Set up a new email account for managing the trip and once the trip is over and the final trip report complete you can delete the emails, unless any emails relate to an incident or learning from the trip in which case attach them to the trip report. If trip attendees share medical information which needs further thought let them know you will need to discuss with an experienced leader on the trip to manage safety.

Additional Info

When the trip is finished please fill in the trip report form from the bottom of:

www.regentscanoecub.co.uk/organising-trips/

Send this to both:

safety@regentscanoecub.co.uk and

trips@regentscanoecub.co.uk

There is a lot of additional information about how to organise a trip on the website:

www.regentscanoecub.co.uk/organising-trips/