



IIR canoe club
IIR CANOE CLUB

Guidelines for organising a river trip

Role and responsibilities of the trip organiser

- 1) The trip organiser **must** be present on the river trip.
- 2) It is the organiser's responsibility to find a replacement if she/he can't be present.
- 3) Club trips should always take place on a Sunday although this does not prevent any club member from organising their own trip anytime.
- 4) The organiser will notify all members of the upcoming trip by no later than 5pm on the Friday before. If the location has not been chosen by then, it should be confirmed by 5pm on the Saturday.
- 5) It is the organiser's responsibility to ensure that safety equipment adequate for the conditions is present on the trip. As a minimum, a pair of split paddles and at least one first-aid kit, but ideally two, should be carried by the group. Every club member should also carry a rope, knife and preferably a phone. In more extreme conditions, attention should be given to Canoeing Ireland's Level 4 Kayak Skills List of Equipment (see canoe.ie).
- 6) When confirming a river trip, the organiser should remind participants of their responsibility to carry aforementioned basic safety equipment and should identify who will bring split paddles and first-aid kits.
- 7) Trip organiser and trip leader are different roles but can be the same person. The trip leader (or leaders, in the event of there being a large group that needs to be split) will be chosen before taking to the water.
- 8) The organiser should ensure that some skills-training is incorporated into the trip.
- 9) In the event of a trip being cancelled, the organiser should send notification by email to the club and by text message to each confirmed participant. In order to allow for latecomers, if a trip is being cancelled due to low numbers, it should be cancelled no earlier than 6pm on the Saturday but no later than 9pm.