

# AMC NY-NoJ Chapter CKC Trip Leader ✓ Check List

*This is a **guideline** check list for trip leaders. It was created to help trip leaders organize one-day and/or weekend trips for the AMC NY-NoJ Canoe Kayak Committee.*

## Choose waterway

Choose a waterway (s)/Location: \_\_\_\_\_

- For white/tidal water- check tides/releases and schedule accordingly
- Assess environmental conditions that would add/take away from the paddler's experience (e.g. black flies, no water, temperature)

## Choose leaders (wisely)

Confirm assistant leaders and water leaders: \_\_\_\_\_

Reach out to "Leaders in Training" if you are willing to mentor: \_\_\_\_\_

## Schedule the trip

Identify the best date(s) for your trip: \_\_\_\_\_

## Book lodging for overnight trips

Determine and book lodging (camping, cabin, hotel, etc...): \_\_\_\_\_

- Try to keep costs low
- For some group sites and cabins, it is wise to book far in advance

## Post the trip online

Enter the trip into the Outdoors.org trip administration system; the link can be found on the amc-ny.org website on the bottom left or here: <http://activities.outdoors.org/admin/login/>

- Contact the CKC Chair at [canoekayak@amc-ny.org](mailto:canoekayak@amc-ny.org) for helpful guidelines
- If you forgot your username/password, contact the CKC Chair at [Canoekayak@amc-ny.org](mailto:Canoekayak@amc-ny.org)

## Screen participants (ongoing)

While most registrants are effective self-screener, it's important to ensure the paddler's skills are in line with your planned waterway(s) and the level of support you have for the trip. If the paddler is unknown and unrated, here are a few ideas to help assess his/her skill level:

- Check with CKC chair([canoekayak@amc-ny.org](mailto:canoekayak@amc-ny.org))/other CKC leaders on paddler skills
- Send general email to CKC leader listserv if paddler cannot be identified by above means ([ckcleaders@amc-ny.org](mailto:ckcleaders@amc-ny.org))

If you decide the paddler is not appropriate for your trip, assist them in finding an alternative trip or instructional.

Be sure to note any medical conditions and if applicable (do not hesitate to ask the participant if a condition raises a concern).

## □ Create Dope Sheet & determine trip details

View sample dope sheets or download a template dope sheet online at: <http://www.amc-ny.org/ckc/leaders>. While there is a template dope sheet, we encourage creativity. Please carefully check the information on the dope sheet.

The Dope Sheet should contain the following information:

1. Trip name, date, and note that it is an **AMC NY-NoJ Chapter** trip
2. Leader(s) and Assistant Leader(s) name and contact information (be sure to include cell phones)
3. General paddling plans (You may want to include: Waterway, Put-in, Take-Out, length, difficulty, conditions if known, lunch plans, points of interest, links to waterway information, etc...)
4. Meeting time and place/Way to identify yourself for new paddlers
5. Camping/ lodging information (if applicable); frequently used campground list can be found at: <http://www.amc-ny.org/ckc/leaders>
6. Directions to meeting place and lodging (Given different starting locations, it's often more useful to give an exact address and encourage participants to use MapQuest or GPS)
7. Individual reservation/registration info needed for lodging
8. What to bring (some folks use this as a checklist- so choose wisely about whether you want to be or not to be detailed)
9. Meal plans (individual/group eating out, community cooking)
10. Approximate cost of trip (include trip fee information, approximate costs for lodging/food, and boat rental fees)
11. Risk statement and Link to AMC Waiver: <http://www.outdoors.org/pdf/upload/volrelease.pdf>
12. Environmental statement. Here is a sample: *Our rivers and lakes will remain unspoiled only if cared for by all who use them. AMC members are expected to set an example for minimum-impact use. By participating in this trip, you agree to leave behind no signs of your presence.*
13. Boat assignment or Information on contacting Equipment Coordinator (for those renting a club boat). To rent a boat, contact Equipment Coordinator at: [Canoekayak.Equipment@amc-ny.org](mailto:Canoekayak.Equipment@amc-ny.org)
14. Location of nearest hospital (If unknown, call police department in town of the take-out)
15. List of paddlers' addresses (city, state), cell phone number, e-mail address, carpool information

## □ Arrange for use of club equipment

Notify equipment coordinator if you would like to use AMC equipment:  
[canoekayak.Equipment@amc-ny.org](mailto:canoekayak.Equipment@amc-ny.org)

We have the following items for use by the trip leaders:

### **Cooking Equipment**

Utensil kits (16 forks, 16 spoons, 16 knives each)  
69 Large Plates  
23 Small Plates  
60 cups with handles  
7 Large mixing bowls  
8 collinders  
1 XL stock pot  
1 Large stock pot  
1 medium stock pot  
1 small stock pot  
8 griddles  
4 frying pans  
8 cutting boards  
3 sets of pots making 12 pots... labeled  
Wash basins  
Large coolers  
2 propane stoves  
2 large coffee pots  
3 white gas stoves

### **Paddling Equipment/other**

2 First Aid kits  
3 small throw bags  
9 large throw bags  
10 medium-large throw bags  
2 pop-up canopies and tarps



Consider creating and bringing a "Leader Kit." This contains the basics for leading a weekend trip. Here are some things many leaders keep in their "Leader's Kit" (assuming you are going to borrow equipment from the barn):

### **Kitchen and General**

#### **Camping**

Dish soap  
Sponges  
Brillo  
Hand sanitizer  
Garbage bags  
Aluminum foil  
Plastic wrap  
Ziplock bags  
Paper towels  
Burn salve  
Extra toilet paper  
Advil/Tylenol  
Fire starters (X3)  
Flame tamer  
Propane  
Fire stick/lighter  
Pot holders  
Matches  
Rope

### **Food Basics**

Salt & pepper  
Spices  
Olive oil  
Hot sauce (a must)  
Parmalat, dry milk  
Sugar (keep sealed)  
Sweeteners (Splenda)  
Pam/spray  
Rubber ducky  
Tea  
Coffee/coffee pot  
Hot chocolate  
Instant oatmeal

## Purchase food and other supplies

For trip leaders who choose to prepare group meals, purchasing the right amount of food (and ice, firewood and propane) while meeting dietary needs of the paddlers is a daunting task. We encourage newer leaders to contact fellow leaders or the chair if you need assistance in meal planning. Here are a few tips from seasoned leaders:

- If you are planning group meals- ask trip participants if there are any dietary restrictions
- Purchase perishable items close to the campground
- Read the labels – they often give you a hint as to portion size
- Ask fellow leaders for menu plans and portion sizes
- For paddlers with strict dietary restrictions, ask if they would prefer to bring own food
- Some portions sizes commonly used by trip leaders:

Food	Amount per day
Eggs	2 per person
Juice	1gallon/30 people
Milk (for coffee)	1 quart/30 people
Creamer	1 quart/30 people
Coffee	1 Lb. per 30 people
Cheese (for happy hour)	1 lb./ 12 people

## Create Emergency Contact list

It is best not to rely on the Waiver for emergency contacts as people often do not write legibly; and others aren't able to provide a phone number for the emergency contact

## Bring the following forms/documents on the trip

- Print out and bring Dope Sheet
- Print out and bring Emergency Contact List
- Print out and bring the Waiver  
Found here: <http://www.outdoors.org/pdf/upload/volrelease.pdf>
- Print out and bring Ratings Forms  
Found here: <http://www.amc-ny.org/node/257>
- Print out and bring Incident Report Form

Found here: <http://www.amc-ny.org/node/257>

- Print out and bring list of medical conditions for trip participants
- Print out and bring a “Chore Sheet” if you are using one  
Found here: <http://www.amc-ny.org/ckc/leaders>

## □ On the Trip

Besides having a really great time, here are a few guidelines to help you on the trip:

- Greet all paddlers and participants
- Have everyone sign the **Waiver**
- Collect fees
- For groups that have new paddlers, have everyone introduce themselves
- Discuss hazards of this trip
- Make sure everyone signs the waiver
- Review river signals
- Review self-rescue
- Did everyone sign the waiver?
- Review organization on water (lead(s), sweep(s), groups, first aid kit, break-downs, throw rope)
- Location of spotted car
- Review shuttle procedure (particularly if someone is new in the group)
- Did everyone sign the waiver?

## □ After the Trip

### Fees/Participant List/Waivers

Complete and send the following to CKC Treasurer/Records Marty Plante, 3409 State Rt. 9, Lake George, NY 12845-7015:

1. Trip Financial Report (R2) (<http://www.amc-ny.org/node/257>)
2. One Check or money order
3. Dope sheet or trip participant registration (names, emails)
4. Signed waivers



### Paddle Splashes

Send short articles, photos, trip a go-go's to [Paddle Splashes](mailto:CanoeKayak.Newsletter@amc-ny.org) Editor: [CanoeKayak.Newsletter@amc-ny.org](mailto:CanoeKayak.Newsletter@amc-ny.org)

### Incident Reports

Incident Reports, if any, should be sent to: Aaron Gorban, Leadership Training and Risk Management Manager, AMC Highland Center, General Delivery Route 302, Bretton Woods, NH 03575 ... Provide Additional Copy to CKC Chair ([canoeKayak@amc-ny.org](mailto:canoeKayak@amc-ny.org)) and Chapter chair ([Chair@amc-ny.org](mailto:Chair@amc-ny.org))

*If you have questions, don't hesitate to reach out to your fellow leaders for assistance or contact the CKC Chair at [canoeKayak@amc-ny.org](mailto:canoeKayak@amc-ny.org)*

**Thank you for leading a trip for the Canoe-Kayak Committee of the AMC  
NY-NoJ Chapter!!!**