



PADDLESPORT TRIP COACH/LEADER PACK

SECTION 1: TRIP DETAILS

Location:

Date:

Name of Leader:

Qualifications:

Assistants:

Qualifications:

Party Information:

Number in Party:

No. of Juniors (<18):

Group Ability:

Outline Aim:

Type of Water/Grade:

Distance:

Est. Time:

River Level: <http://apps.environment-agency.gov.uk/river-and-sea-levels>

River Guide: <http://www.ukriversguidebook.co.uk/>

Put In:

Map Ref:

Take Out:

Map Ref:

OS Maps:

Weather Forecast:

Access Info:

Agenda:

Other Information:



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SECTION 2: EMERGENCY PLAN

Nominated "Home Contact":

Tel:

Ensure a copy of this information pack is left with the nominated home contact who can then action phone calls in case of emergency and initiate any necessary actions

Escape Routes (Emergency access points with map reference)

1.	
2.	
3.	

Points of Help (e.g. telephone, village, road with map reference)

1.	
2.	
3.	

Nearest Hospitals (A&E with address and map reference)

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SECTION 3: LEADER'S CHECKLIST

• Leader's Equipment

Throwline	<input checked="" type="checkbox"/>	First Aid Kit	<input checked="" type="checkbox"/>	Spare Paddle	<input checked="" type="checkbox"/>
Rescue Kit	<input checked="" type="checkbox"/>	Group Shelter	<input checked="" type="checkbox"/>	Repair Kit	<input checked="" type="checkbox"/>
Knife	<input checked="" type="checkbox"/>	Spare Clothing	<input checked="" type="checkbox"/>	Map & Compass	<input checked="" type="checkbox"/>
Whistle	<input checked="" type="checkbox"/>	Hot Drink	<input checked="" type="checkbox"/>	Means of lighting a fire	<input checked="" type="checkbox"/>
Towline/Mean of Towing	<input checked="" type="checkbox"/>	Emergency Food	<input checked="" type="checkbox"/>	Flares (sea only)	<input type="checkbox"/>
Mobile/Money for Phone	<input checked="" type="checkbox"/>	Torch	<input checked="" type="checkbox"/>	VHF Radio (sea only)	<input type="checkbox"/>

• Check Group Equipment

• Group Briefing – safety, signals, hazards, organisation

• Warm-Up Activity



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SECTION 5: GROUP DETAILS (use additional sheets if necessary)

Details and consent are required for all members of the group including coaches and leaders!

Paddler Name	Emergency Contact		Medical Information	U18?	Paddler's Consent – See Notes Below (Parent to sign if U18)	
	Name	Telephone			Signed	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

1. By signing above I acknowledge that Canoeing and Kayaking are “Assumed Risk” – “Water Contact Sports” that may carry attendant risks and that I am aware of and accept these risks, and agree to be responsible for my own actions and involvement.
2. Activity Consent Forms must be completed for all unaccompanied paddlers under 18 years of age (i.e. where the parent/carer will not accompany the young person on the water)