

**TRIP ORGANISER
PLANNING SHEET**

April 2021

Pre-trip email briefing to participants:

Date, location, distance, weather forecast, tides (where relevant), hazards e.g. headlands, tide races. Ask about medical issues, water confidence. Recommend bring spare clothing, food, water and hot drink. Link to Guidelines for Trip Participants <http://www.mallaigcanoeclub.co.uk/GuidelinesforTouringParticipants.pdf> or copy in email.

At the put-in:

Confirm route, check safety equipment, agree VHF channel, group control, signals, emergency action, participant medical considerations, confidence, roles. Warm-up.

DATE/S	DAY 1 -	DAY 2 -	DAY 3 -	
TRIP GRADING (A/B/C etc.)				
ROUTE/DISTANCE				
FORECAST/SEA STATE				
TIDES	PORT		PORT	
	H.W.	H.W.	H.W.	H.W.
	L.W.	L.W.	L.W.	L.W.
POTENTIAL HAZARDS NOTE TIDAL FLOW RATES etc. IF RELEVANT				
PLANNED CAMP LOCATION				
GRID REF.				
RATIO EXPERIENCED TO INEXPERIENCED PADDLERS (ratio required will depend on forecast/sea state/location etc.)		ANY MEDICAL CONSIDERATIONS/HEALTH ISSUES		
INDIVIDUAL CONTACT NOS. RECORDED	YES/NO	PRE-TRIP COVID-19 BRIEFING SENT OUT	YES/NO	
TRIP ORGANISER NAME		SHORE CONTACT NAME		
MOBILE NO.		MOBILE NO.		

SAFETY EQUIPMENT CARRIED BY GROUP – HOW MANY?

VHF		First aid kit		Map	
GPS		Repair kit		Foil blanket/survival bag	
Group shelter		Spare dry clothing		Mobile phone	
Tow line		PLB		Flares	
Whistle		SPOT		Compass	
Pump		EPIRB			

- **Send/give a copy of completed Planning sheet to your Shore Contact, along with info. on who to contact in case of emergency/incident. Take one copy with you on trip.**

