

# OCSJ Roles and Responsibilities

## Position: Paddling Chair

**Reports to: President**

**Date created: 08/30/22**

**Date updated: 08/31/22**

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1. Inform leader:
  - How Meetup is used.
  - Use of Sign-in and incident reports and where to send.
  - Requirement for safety talk before activity.
2. Attend Board meetings and take part in decision making as required.
3. Inform the Club President in advance of any meeting that cannot be attended.
4. Keep leaders informed of club rules and policy and report to the Board any issues or findings that have been brought to their attention.

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### OCSJ Canoe/Kayak Trip Leader Rules

Trip leaders represent the OCSJ. As such, prospective trip leaders must be interviewed and approved by the Paddling Chair. Factors to consider are number of trips and length of time paddling with OCSJ, level of paddling skills and experience, and safety awareness. Input should be solicited from other OCSJ trip leaders that have paddled with the prospective trip leader. On his or her first trip, the new leader must be accompanied by the OCSJ Canoe Activity Chair, or an alternate assigned the Activity Chair to make sure OCSJ rules are being followed.

Participants' Safety is the #1 responsibility. Leaders are expected to use good judgement and are NOT to take members on dangerous trips. CPR/First Aid training is recommended but not mandatory. Leaders must carry a First Aid Kit on each trip. A brief safety meeting must be held prior to each trip which contains the following:

PFD'S: All trip participants must wear them.

Whistle Codes: Everyone should have a whistle.

- 1 blast of the whistle means: attention.
- 2 blast of the whistle means: stop your boat.
- 3 blast of the whistle means: a paddler in the water.

Paddle Signals:

- Paddle held overhead straight up in the air=paddle forward
- Paddle held overhead with blade to the left=Paddle to the river left
- Paddle held overhead with blade to the right=Paddle to the river right
- Paddle held overhead horizontally=STOP

Lead Boat: The trip leader will be the lead boat or designate someone else to lead. Participants must not pass the lead boat.

Sweep Boat: A "sweep" boat should be in place. The trip leader has the option of asking for a volunteer to sweep or designating someone to do so. A sweep boat is the very last boat in the flotilla. It is their responsibility to always be at the tail end of the group. They may, with leader's permission, switch off the sweep designation with another qualified boat throughout the trip.

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### Trip Leader Responsibilities

- The trip leader will designate the meeting place and time for the trip and plan the easiest way to shuttle.
- The trip leader will advise people about the nature of the trip, what class it is, and what equipment to bring.
- The trip leader will screen all the people wanting to go on the trip to make sure they are members or guests of a member and have adequate skill level and proper equipment for that particular trip.
- The trip leader must use an official OCSJ trip sign-in sheet which must be signed by all participants. The leader will validate that each OCSJ member is a current member. Each member can bring one guest one time.
- The trip leader should know the river or stream by recent scouting.
- If on the day of the trip, water levels have risen and are unsafe, or if weather conditions are bad, it is expected that the trip leader will cancel the trip for safety reasons. Leaders must go to the meeting place if they are unable to contact all participants even though we can announce on Meetup.
- If the trip leader is not able to lead the trip for any reason, he or she should find an alternate leader or call off the trip. If the trip is called off, the leader must notify everyone who has signed up for the trip.
- The trip leader will make all final decisions on the trip.
- Trip speed is determined by the slowest paddler. For safety reasons, the group must be kept together. DO NOT leave slow paddlers to catch up with the group later.
- The trip leader must see that ALL are off the water and reunited with their vehicle at the trip's end.