

OOPS Leader Package

Dear Paddler:

Thanks for volunteering to lead a trip for OOPS! We appreciate the time and energy you are putting in to take people out on the water. The OOPS Leader Package is a set of documents designed to help you plan and organize a club trip. These include:

- **Trip Leader Resume.** Please fill this out if one is not already on file with the Trip Coordinator or if your skill level and training have changed appreciably.
- **Trip Planning Worksheet.** Fill this out and return to the Trip Coordinator before advertising the trip. The Trip Coordinator will follow-up by calling you.
- **Activities Policies.** Please take a few minutes to read these over before you begin planning your trip. There are important policies regarding the number of participants per leader, and how to follow-up on incidents that may occur on a trip.
- **Things to Ask Participants.** These questions will help you screen participants to make sure they have the skills and experience needed for your trip. Use the Roster on the back to keep of Trip Follow-Up Report to keep a record of who called. You will also use the Roster to record who actually showed up for the paddle.
- **Release Form.** Everyone, including leaders, should fill these out before packing their boat. Check the forms against the Roster to make sure everyone has signed. Leave the Roster and liability releases in in your car while paddling.
- **Safety Talk/Beach Checklist.** Ask people not to launch until you have gone over this. Cover these topics, including equipment checklist, after everyone is packed and ready to go. Call the trip leader in advance of the trip if you are unfamiliar with any of the topics. The checklist is yours to keep.
- **Trip Follow-up Report and Roster.** After you advertise the trip use the Roster to keep track of who called, who actually showed up, and that everyone who came signed a liability release. After the trip take a few minutes to complete the Trip Follow-Up Report and mail the Roster and Report, along with the liability releases, back to the Trip Coordinator in the stamped, addressed envelope.
- **Trip Incident Report.** A report form is enclosed, and there is one in the club first-aid kits. Please check out a kit if you don't have one that meets club requirements. (You are financially responsible for returning it.). If anything happens on the trip that could possibly result in a claim against you or OOPS, fill out an incident report. These reports help protect you against legal claims which can arise up to 2 years later, so fill one out even if an incident seems minor.

Our goal is for you and your participants to have a safe, fun trip. We appreciate you volunteering your time to lead this trip!